

2025-2026 Undergraduate Research Assistantship

Guidelines

This Letter of Intent serves as an agreement to participate in the 2025-2026 work-study Undergraduate Research Assistantship Program for all parties who have signed below. This contract stipulates that minimum hourly pay rates are \$12.00 for first-year students and \$14.00 for renewal students for work completed between August 16, 2025, and May 15, 2026. The maximum work-study award is based on individual student financial aid budgets, but they are typically \$4,300 or less for first-year students and \$5,000 or less for renewal students for hours worked within the stated time period. Work-study will fund 60% of the wages earned; the faculty/staff sponsor will fund the remaining 40%.

Term of Employment: Fall 2025 Only Spring 2026 Only Both Fall and Spring

The faculty/staff sponsor and the student will arrange specific working hours for the Undergraduate Research Assistantship. Employers are encouraged to schedule adequate hours to allow the student to earn their maximum eligibility. Students are expected to work an average of 10-14 hours per week for 32 weeks while classes are in session. Students may work up to 20 hours per week while classes are in session and up to 40 hours per week during breaks. Students are permitted to continue to work in the URA role outside of the program dates and once the maximum work-study award has been earned, but those wages will be paid completely by the department of the faculty/staff sponsor.

In order for student employees to be paid under the work-study program, the department must select the Work-Study student worker job profile in Workday, and the costing allocations need to be set up properly so that the work-study split occurs correctly. Failure to follow the correct procedures may result in the department being assessed 100% of the employee's wages.

Final Approval

IMPORTANT: This student is eligible for employment as an Undergraduate Research Assistant only because he/she is eligible for work-study. Changes in the student's eligibility for work-study may reduce or eliminate eligibility for the URA program for this academic year. These changes will be communicated to both the student and faculty/staff.

Please make a copy of this form for your records.

Department Chair Signature Please Print Name Date

Faculty/Staff Signature Please Print Name Date

Student Signature Please Print Name Date

URA Program
Office of Student Financial Aid
Submit forms by mail to: 0210 Beardshear Hall, 515 Morrill
Road Ames, IA 50011-2103
Drop off in person at: 0210 Beardshear Hall
Email to: jaarnol@iastate.edu

