

Funding for Graduate Assistants and Post docs in Connection with the Arrival of New Children

(Revised July 2013)

Background

An increasing number of graduate assistant and postdoctoral appointees are beginning families during their appointment periods. Faculty mentors, departmental and college administrators have voiced a strong need to provide short term funding for a reasonable period following the arrival of children to provide an environment that is supportive of all stakeholders. Short term funding is particularly important in the case of graduate assistants and post docs because of the typically short appointment periods, as well as the short term, goal-oriented nature of the projects that typically fund their appointments.

Intent

1. Provide short term funding for up to six weeks to temporarily replace the normal mission-oriented funding for all graduate assistants and post docs who will be the primary care-giver after the birth or adoption of a child. Typically, the primary care-giver is the mother, but we recognize there may be circumstances where the father will be the primary care-giver.
2. Funding will be limited to a total of six weeks but may be shared by two parents if both are graduate assistants or post docs (for example, three weeks each).
3. The maximum period of short term funding will be for six weeks at the stipend rate of the care giver.
4. The primary care giver GA or post doc will request the period of bridge funding desired.
5. All graduate assistants and post docs or pre docs who can document their care giver status as the primary care-giver will be eligible for short term funding, regardless of their stipend funding source.
6. Graduate assistants and post docs or pre docs shall be allowed to return to their original appointment, according to the terms of their original appointment, following the bridge funding period.

Funding Source

The bridge funding will be provided by an equal match from the Graduate College and the academic home college of the graduate assistant or by an equal match from the Graduate College and home academic college or equivalent employing unit of the post doc.

Guidelines to complete

Request for Bridge Funding: Arrival of New Children

(available on the forms page on the Graduate College website, http://www.grad-college.iastate.edu/common/forms/student_forms.php)

1. GA or post doc needs to complete and obtain signatures for Section I. of the form, Request for Bridge Funding: Arrival of New Children.
 - a. submit to the hiring unit for the next step
2. The Hiring Department/Unit needs to complete Section II and submit to the Academic (Home) College.
3. The Academic (Home) College needs to
 - a. provide an account number and approval, and
 - b. forward to the Graduate College (Ann Guddall, 1137 Pearson Hall)
4. The Graduate College needs to
 - a. provide an account number and approval, and
 - b. forward to Department/Unit contact to enter EPA.
5. Post docs need to submit sick leave/vacation to use amounts that have accrued up to the starting date of their Bridge Funding. Vacation/sick leave will be used concurrently with the 6 weeks of Bridge Funding.

GA/Post Docs

- If your Bridge Funding occurs during the Academic Year (fall and spring semesters), graduate assistants will need to stay registered for at least two credits during that semester. If you are registered for academic classes, it is your responsibility to make arrangements with the professor to complete the course or to receive an incomplete. If you are a TA or an RA, it is your responsibility to keep your Major Professor/Supervisor informed of the dates of your leave.
- 12-month assistantship appointments – You remain on assistantship and need to register for at least two credits during the summer.
- 9- or 10 month assistantship appointments—Your assistantship will follow its stated starting and ending dates.
- Maximum Bridge Funding is six (6) weeks or 30 working days. This can be taken by one parent or split between two parents if both are on assistantship. If Post doc has more than 6 weeks of vacation/sick leave, they may take more than 6 weeks if supervisor approves.
- Your health insurance and any other benefits from your assistantship/post doc appointment will remain intact during your Bridge Funding.
- Post docs need to use your accrued vacation/sick leave concurrently with the Bridge Funding until you exhaust any accrued time.

Hiring Departments/Units

- Benefit costs will transfer with the salary.
- College contacts are: **HS**- Annette Jaehrling; **CALS**- Josie Six; **Design**- Pam Boehm; **Vet Med**- Karol Krumm; **LAS**- Venita Currie; **Engineering**- Ellen Reints; **Business**- Soma Mitra; **Grad College**- Ann Guddall
- Post doc's need to use sick leave/vacation concurrently with the Bridge Funding until they exhaust any accrued time. Sick leave/vacation should not go in the negative. Sick leave/vacation continues to accrue during the Bridge Funding.
- For some situations (possibly Federal funding), part of the tuition scholarship may need to be covered by the college.

Frequently Asked Questions

1. Who can request Bridge Funding for the arrival of a child?
 - a. Graduate Assistants (RA, TA, AA), who will be the primary care giver for the new child.
 - b. Post doctoral and Pre doctoral research associates, who will be the primary care giver for the new child.
 - c. Since the primary giver is typically the mother, fathers requesting leave will need to provide documentation of their primary care giver role.
2. Would there be any circumstances where the parent who is not the primary care giver would be granted Bridge Funding?
 - a. Only if extenuating circumstances are documented. The intent of the policy is to provide bridge funding to replace the funding from the normal source for the primary care giver of the child (in most cases the mother) for a maximum of six weeks after the arrival of the new child.”
3. How do I request Bridge Funding for the arrival of a child?
 - a. Complete the form, Request for Bridge Funding: Arrival of a Child on the Graduate College website under Current Students and Forms.
 - i. http://www.grad-college.iastate.edu/common/forms/student_forms.php
4. How long does the Bridge Funding last for the arrival of a child?
 - a. Up to 6 weeks will be granted.
5. Will anyone be denied Request for Bridge Funding?
 - a. GAs/Post docs may need to show documentation they are the primary care giver for the arrival of a new child. Typically, there would be only one primary care-giver, unless there are extenuating circumstances.
 - b. Graduate students not on assistantship, will not be granted Bridge Funding.
6. I have a spouse who is also a GA or Post Doc. Can they apply for Bridge Funding, too?
 - a. Funding will be limited to a total of six weeks but may be shared by two parents if both are graduate assistants or post docs (for example, three weeks each).
7. As a Post Doc, will I need to use my vacation/sick leave during the Bridge Funding?
 - a. Yes, you will need to use your accrued vacation/sick leave concurrently with the Bridge Funding.
8. As a Post Doc, what if I don't have enough vacation/sick leave for the whole 6 weeks of Bridge Funding?
 - a. You will be covered up to 6 weeks during Bridge Funding regardless of how much vacation/sick leave you have accrued.
9. If I am on a 9 month GA appointment during the academic year, and the child arrives during the summer, can I apply for Bridge Funding starting in the Fall?
 - a. The goal of Bridge Funding is to replace funding that you would have received, not to provide additional funding.
 - b. If the child arrives less than 6 weeks before the start of your appointment, you can request Bridge Funding for the difference between the arrival date and 6 weeks. Example: If your child arrives on August 1, and your graduate assistantship begins on August 15, you could request 4 weeks of Bridge Funding.
10. Do I have to take the Bridge Funding all at one time?
 - a. Yes. Normally, it is expected that the Bridge Funding would immediately follow the arrival of a child. Submit requests for unusual circumstances to the Graduate College.
11. Do I have to take the full six weeks?
 - a. No. Six weeks is the maximum amount that will be covered.

Request for Bridge Funding: Arrival of New Children

IOWA STATE UNIVERSITY

GRADUATE COLLEGE

1137 Pearson Hall, (515) 294-4531

I. STUDENT INFORMATION:

Student Name:

(Last)

(First)

(ISU ID#)

Academic Home Department:

Name of Supervisor:

Dates of leave:

to

I certify that I am the child's primary care giver for the dates of the Bridge Funding.

GA/Post Doc's Signature:

Date:

Supervisor Signature:

Date:

II. HIRING UNIT INFORMATION:

GA/Post Doc's Academic (Home) College:

Current monthly stipend: \$

Current account(s):

Dates of current appointment:

to

Current Position (check all that apply):

TA (Teaching Assistant)

RA (Research Assistant)

AA (Administrative Assistant)

Post Doc

Pre Doc

Hiring Department/Unit:

Contact Name:

Address:

(Person who will enter the EPA)

Authorization Name:

Authorization Signature:

Date:

III. ACADEMIC HOME COLLEGE/UNIT:

Academic (Home) College Name *(If different from above):*

Account *(50% salary):*

Authorization Name:

Authorization Signature:

Date:

IV. GRADUATE COLLEGE:

Account *(50% salary):*

Authorization Name:

Authorization Signature:

Date:

Comments:

Return approved form to Hiring Unit/Department contact person to enter EPA.

Copy: Academic College Hiring Unit Student

IOWA STATE
UNIVERSITY

