

4. Funding will be limited to a total of twelve weeks per family for the addition of one or more children to the family at a given time (e.g., the birth or adoption of twins entitles the family to 12 weeks rather than 24 weeks of paid leave). Except in rare circumstances, only one application for Bridge Funding per family will be approved every two calendar years.

5. In eligible co-parenting families, if they wish to divide the twelve weeks, each must complete a separate form, with a note indicating that the leave will be split between the parents, and naming each co-parent and their department and college. Each parent will be paid at their current appointment rate during the leave.

6. Graduate assistants, predoctoral scholars, and postdoctoral scholars shall be allowed to return to their original appointment, according to the terms of their original appointment, following the bridge funding period.

7. ○

The bridge funding during the leave will be provided by an equal match from the Graduate College and the academic college of the graduate assistant, predoctoral, or postdoctoral scholar. Tuition will continue to be paid by the academic department/college for graduate students.

8

k " 7 " V

1. The graduate assistant, predoctoral scholar, or postdoctoral scholar needs to complete and obtain signatures for Section I. of the form, k " 7 " V # . If this request is in conjunction with another request from a co-parent who is also a graduate assistant, predoctoral, or postdoctoral scholar, please provide the name or University ID number of the co-parent. Each co-parent must complete a separate form.
 - a. Submit to the hiring unit(s) for the next step
2. The Hiring Department/Unit for each co-parent needs to complete Section II and submit to the Academic (Home) College(s).
3. The Academic (Home) College(s) need to
 - a. provide worktag and approval, and
 - b. forward to the Graduate College (Lynette McBirnie Sprecher, mcbirnie@iastate.edu)
4. The Graduate College needs to
 - a. provide a worktag and approval, and
 - b. forward to Department/Unit contact(s) who will submit to their Finance ISD or finance_delivery@iastate.edu for the costing allocation.

GA/Postdocs

- If your Bridge Funding occurs during the academic year (fall and spring semesters), graduate assistants will need to stay registered for at least one credit 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 one credit during the summer.
- 9- or 10-month assistantship appointments—Your assistantship will follow its stated starting and ending dates.
- Maximum Bridge Funding is twelve (12) weeks or 60 working days. This can be taken by one parent or split between two parents if both are on appointment. If a postdoc has more than 12 weeks of vacation/sick time off, they may take more than 12 weeks if their supervisor approves.
- Your health insurance and any other benefits from your assistantship/pre- or postdoc appointment will remain intact during your Bridge Funding.
- Postdocs need to use your accrued vacation/sick time off concurrently with the Bridge Funding until you exhaust any accrued time.
- For questions regarding your eligibility for leave under the Family Medical Leave Act (FMLA) please consult University Human Resources at fmla@iastate.edu.

Hiring Departments/Units

- Benefit costs will transfer with the stipend/salary.
- College contacts are: Human Sciences – Ben Phillips; College of Agriculture and Life Sciences – Josie Six; College of Design – Pam Boehm; College of Veterinary Medicine– Karol Krumm; College of Liberal Arts and Sciences –Venita Currie; College of Engineering – Mike Francom; Ivy College of Business – Soma Mitra; Graduate College –Lynette McBirnie Sprecher.
- Postdocs need to use sick time off/vacation concurrently with the Bridge Funding until they exhaust any accrued time. Sick time off/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.

1. Who can request Bridge Funding for the arrival of a child?
 - a. Graduate Assistants (RA, TA, AA), who have or will soon (within two months) add one or more new children to their family through birth, fostering, or adoption.
 - b. Postdoctoral and predoctoral research associates who have or will soon add one or more new children to their family through birth or adoption.
 - c. Co-parents may both request Bridge Funding, if both are Graduate Assistants, Postdoctoral Scholars or Predoctoral Scholars, but the total time of Bridge Funding will not exceed 12 weeks per family per addition of a child (or in rare cases, multiple children).
2. How do I request Bridge Funding for the arrival of a child?
 - a. Complete the form, [K](#) on the Graduate College website under Faculty and Staff → Academic Information → Online & Paper Forms. There is a separate section for each co-parent that must be completed.
3. How long does the Bridge Funding last for the arrival of a child?
 - a. Up to 12 weeks will be granted. If co-parents both qualify and wish to apply for funding, they must split the 12 weeks of funding between them.
4. Will anyone be denied Request for Bridge Funding?
 - a. Graduate students not on assistantship will not be granted Bridge Funding.
5. I have a co-parent who is also a GA or postdoc. Can they apply for Bridge Funding, too?
 - a. Funding will be limited to a total of twelve weeks but may be shared by two parents if both are graduate assistants, predocs, or postdocs (for example, six weeks each).
6. As a postdoc, will I need to use my vacation/sick time off during the Bridge Funding?
 - a. Yes, you will need to use your accrued vacation/sick time off concurrently with the Bridge Funding.
7. As a postdoc, what if I don't have enough vacation/sick time off for the whole 12 weeks of Bridge Funding?
 - a. You will be covered up to 12 weeks during Bridge Funding regardless of how much vacation/sick time off you have accrued. If you are splitting Bridge Funding with a co-parent, the total number of weeks of Bridge Funding may not exceed 12 weeks.
8. 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 you choose to begin Bridge Funding (e.g., during pregnancy or preparation for adoption or following the birth of the child) less than 12 weeks before the start of your appointment, you can request Bridge Funding for the difference between the start date and 12 weeks. Example: If your child arrives on August 1, and your graduate assistantship begins on August 15, you could request 10 weeks of Bridge Funding.
9. Do I have to take the Bridge Funding all at one time?
 - a. Yes. It is expected that the Bridge Funding would begin in late pregnancy (or in the final weeks before an adoption that requires travel or preparation) or immediately following the arrival of a child. Leaves must be continuous. If leaves are shared between co-parents, they may take their leaves simultaneously or sequentially, but each person's leave must be continuous.
10. Do I have to take the full twelve weeks?
 - a. No. Twelve weeks is the maximum amount that will be covered per family per addition of a child/children to the family.

Request for Bridge Funding: Arrival of New Children

IOWA STATE UNIVERSITY
GRADUATE COLLEGE
1137 Pearson Hall, (515) 294-4531

I. STUDENT, PREDOC, or POSTDOC INFORMATION:

Applicant Name: _____ (Last) _____ (First) _____ (ISU ID#)

Academic Home Department: _____

Name of Supervisor: _____

Dates of leave: _____ to _____

I certify that I am the parent of a child who will be added to my family through birth or adoption.

Applicant's Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

II. HIRING UNIT INFORMATION:

Applicant's Academic (Home) College: _____

Current monthly stipend/salary \$ _____ Current account(s): _____

Dates of current appointment: _____ to _____

Current Position (check all that apply):

TA (Teaching Assistant) RA (Research Assistant) AA (Administrative Assistant) Postdoc Predoc

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% stipend/salary): _____

Authorization Name: _____

Authorization Signature: _____ Date: _____

