



UTC Transportation Scholars Research Assistantship 2013-2014 Program Funding Rules and Guidance

FUNDING

The UVM TRC offers one-year (12-month) graduate student research assistantships of \$28,000 for full-time UVM graduate students who work as research assistants (GRAs) for 20 hours per week on transportation research related to the Center's theme. GRAs are employed by the university. This is not a scholarship. Students may be in any graduate program within UVM's colleges or schools. Graduate students receiving research assistantships in the Transportation Research Center's Transportation Scholars program will receive \$28,000 for their 12-month research assistantship. TRC Scholars must be enrolled as a full-time student in the fall and spring. They do not need to be enrolled in classes during the summer to continue to hold their funded position, but must continue to be enrolled as full-time students. The funds will be divided between summer and academic year research as follows:

September 1, 2012 – May 31, 2013 payments totaling \$22,000

June 1, 2013 – August 31, 2013 payments totaling \$6,000

Students are responsible for the payment of in-state tuition and fees. If applicable, the out of state tuition differential, research credits, and a portion of the single student health insurance premium are provided by the Graduate College. See the *UVM Scholarship Application Form for Graduate Assistants*. If all or a portion of your enrollment is for research credit, please check with the TRC Graduate Program Coordinator to and fill out this form with the Coordinator at your School and submit it to the Graduate College.

CONTINUATION

Funding is committed one year at a time. Future funding* is dependent upon availability of grant funds, satisfactory progress in graduate courses (grades of B, 3.00, or better), thesis research, research output and performance. Performance is evaluated based upon the deliverables submitted for assessment including research products such as datasets, literature reviews, journal or conference papers, and reports. A single review committee will be established to review the deliverables of those students wishing to be considered for an additional year of funding. The student should submit a cover letter, resume with current GPA, deliverables worked on during the year, a brief outline of the work proposed to be done during the next year, along with a recommendation from your Research Supervisor to the TRC Graduate Program Coordinator ***no later than March 1, 2014***. The committee will make their determination and notifications will be made no later than April 1, 2014.

*The maximum number of years of support provided will be:

2 years for those pursuing their master's degree

4 years for those pursuing their PhD

GRA RESEARCH WORKLOAD, SUPERVISION AND TRC EXPECTATIONS

- UTC Scholar GRAs will work 20 hours a week on their designated transportation research projects and may have other work assigned by their TRC Research Supervisor including during the summer semester where funding is provided. It is expected that the remaining 20 hours a week are spent on academic work (e.g. courses and thesis research). You will be allowed to make up time over the year for time taken off because of vacation, spring break, or University

holidays. You must give significant advance notice to your supervisor of extended absences from the campus.

- Students accepted for the Transportation Scholars Graduate Research Assistantship are also expected to enroll in and pursue the Certificate of Graduate Study in Sustainable Transportation Systems. You are expected to enroll in TRC 312 in the fall unless you have already completed this course. Time spent on taking these courses is outside of the 20 hours of commitment designated toward your transportation research project. A certificate program plan must be completed by the end of the first semester of study.
- Students may be assigned a Research Supervisor different from their academic advisor.
- Transportation Scholar GRAs are expected to participate in the UVM Transportation research community at the TRC. Additional commitments will include:
 - ✓ Participate in UVM Student Research Day & TRC Research Expo.
 - ✓ Attend and/or participate in TRC Research Roundtables and Brown Bags/Seminars.
 - ✓ Work with TRC staff to gather information on current research efforts, papers, and projects that graduate students are engaged in for outreach efforts and media releases.
 - ✓ Assist with graduate student recruiting by providing content for web pages and occasionally meeting with visiting prospective students.
 - ✓ Submit a 2-page summary of our research and education work two weeks before the end of your funding period (August 15 unless you are graduating in May and then May 15). More details on reporting requirements will be provided in advance.
 - ✓ The expectation is that you will produce a thesis related to the funded research work.

WORK SPACE

Scholars are offered a desk, access to computers, and use of a printer at Farrell Hall in the GRA shared office space. Space must be used by students as a primary office if they are to retain it.

SPECIAL FUNDS FOR TRANSPORTATION SCHOLARS

Up to \$2,000 is available for Transportation Scholars for the purposes of:

- Purchase of hardware or software to support research, including but not limited to laptop or desktop computer, monitors, accessories. All technology purchased remains the property of the UVM TRC at the end of the GRA period and must be turned in on request.
- Conferences where you are presenting a paper and/or a poster or have some specific role related to your transportation research (an exception may be made in regard to the TRB).
- Publications and/or materials directly related to your research.
- Field Work related to your work, including survey and focus groups that you are directing (and directly involved with).

The use of these funds **must** be approved by your Research Supervisor and the TRC Graduate Coordinator in advance. NOTE: Leveraging these funds with other funds is highly desirable to meet TRC 1:1 match goals.

Information for the student's COLLEGE & DEPARTMENT

Departments will set up payroll using the combo codes provided by the Transportation Research Center (TRC). Transportation Scholars' labor distributions should be established with payment of \$22,000 for the period September 1, 2013 – May 31, 2014 and effective June 1, a second payment of \$6,000 for the period June 1, 2014 – August 31, 2014. The home department needs to provide a copy of the offer letter and associated payroll paperwork to the TRC Business Manager.

TRC Graduate Program Coordinator: Glenn McRae (glenn.mcr@UVM.edu)/(802-656-1317)