**OGS April 2021**

**Instructions for Summer RA contracts 2021 in OnBase**

* Most Research Assistants will be eligible for the **Summer Research Fellowship** provided by OGS, see info at: [https://www.mines.edu/graduate-studies/graduate-assistantship/](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.mines.edu%2Fgraduate-studies%2Fgraduate-assistantship%2F&data=04%7C01%7Cwdelesha%40mines.edu%7C6dbef99eef804621f71708d8f0658131%7C997209e009b346239a4d76afa44a675c%7C0%7C0%7C637523666042298098%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=CkXQsW1%2F2VF28JFhQltRnUO6ovPAiu3BB62rgjVkwuk%3D&reserved=0) This fellowship covers the tuition for 3 research credits that RAs are required to register for in Summer if working full-time (see website for criteria). Note, 4 credits currently cost the same as 3, so some students may choose to enroll in 4. Any credits above 4 must be paid for by a different source than OGS.

* On RA contracts for students who qualify for the Summer Research Fellowship, select “**None/Manual Entry**” in both option lists in the Amount to Charge Department section.
* **Under Tuition, Ins. & Fees** please **charge Fees to the appropriate department index**(fees are not included in the fellowship)
* **Insurance:** If this is a continuation of an annual contract, you do not need to select anything.  The student’s annual health insurance is paid in two payments during the fall and spring semesters so no summer premium is due for continuing students. If this is a new, summer admit student, select “**Yes, pay for insurance for summer only**” or, if you know the new student is waiving insurance, select “**No, do not pay for insurance**“.
* If the student is taking additional summer credits above the maximum of 4 covered by the OGS Summer Research Fellowship, and the department is paying for these additional credits, enter the appropriate amount manually in the Tuition box and identify the department index. The OGS Summer Research Fellowship index will still be charged for the student’s first 4 credits if you selected “None/Manual Entry” in the 2 boxes under Amount to Charge Department near the top of the form.
* Please refer to the tuition charges per credit at: [https://www.mines.edu/bursar/wp-content/uploads/sites/340/2020/04/Tuition-Schedule.pdf](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.mines.edu%2Fbursar%2Fwp-content%2Fuploads%2Fsites%2F340%2F2020%2F04%2FTuition-Schedule.pdf&data=04%7C01%7Cwdelesha%40mines.edu%7C6dbef99eef804621f71708d8f0658131%7C997209e009b346239a4d76afa44a675c%7C0%7C0%7C637523666042308094%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=%2FyTjqkEjSdBAnRhPAO7RFPVX9Bn%2FrJNIn3qwoS%2FiAMY%3D&reserved=0)

OR the specific Tuition & Fees Calculation Table With Summer Fellowship – Summer 2021 *(posted on Graduate Contracts website under Training & Documentation)*