# LAWRENCE UNIVERSITY

# Faculty Grant Statement for Summer Student Employment

**Supervisor: Please complete a separate form for each student you employ. If a student was denied work for lack of funds, please complete the top section only and send to Ellen Walsh in Briggs Hall.**

Student’s Full Name LU ID:

Supervisor’s Name (Please Print) Supervisor’s Department

Name of the grant(s):

**If student was denied work, note the amount of funds DENIED: $ (STOP HERE)**

**Grant Information:**

Check one: Grant is INTERNALLY funded Grant is EXTERNALLY funded

The nature of the student’s work: Research Assistantship Research Internship (Off campus)

**Please include a brief research synopsis of the work the student will be doing:**

**Payroll Details:**

Dates in summer the student will be employed from (date): Employed to (date):

Pay a flat salary Pay an hourly wage

Amount listed is pre-tax (if awarded by Provost Office-check this option) Fixed amount (promised after taxes)

|  |  |  |
| --- | --- | --- |
| Amount | Account No. *(correct format):* | \_ \_ \_ \_ \_ \_ - \_ \_ \_ \_ - \_ \_ \_ \_ \_ - \_ \_ - \_ \_ \_  *(fund) (org) (account) (prog) (activity)* |
| $ |  | |
| $ |  | |

**Note:** All wages are subject to taxes. Students working during the school year only do not pay FICA taxes. Please fill out the FICA Research Compliance Checklist for summer students (get from Ellen in Briggs). Reimbursements and scholarship awards are not considered taxable income. Please contact student payroll with questions regarding taxable income.

Please contact ELLEN WALSH at x6739 if you have any questions, or to report any changes in student’s work status at any time before or after the start date.

***Return completed form to the Briggs Hall Office***