



FACULTY STUDENT RESEARCH PROPOSAL

Please complete the following form and email to the Dean of Contemporary Arts for approval with Maria Lizzi copied. You will be responsible for approving your FSR student's timesheet on a biweekly basis and will be set up as a proxy.

FACULTY NAME: _____ **DATE:** _____

PROJECT TITLE: _____

PROJECT SEMESTER/YEAR: _____ **TO** _____

STUDENT INFORMATION:

STUDENT NAME	STUDENT EMAIL	STUDENT R#

BUDGET:

TOTAL NUMBER OF HOURS	\$
<i>(x \$13.00/hour)</i>	

EQUIPMENT AND SUPPLIES (BREAKDOWN)	\$

TOTAL REQUESTED: \$ _____

FACULTY SIGNATURE: _____

STUDENT SIGNATURE: _____

Approved for \$ _____ by _____

Dean of Contemporary Arts

FACULTY STUDENT POLICY & PROCEDURE

- The student worker is responsible for entering time in their timesheet within the prescribed Web Time entry window for each pay period.
- If the student worker fails to enter time, they are subject to termination by their supervisor and they forfeit their ability to participate in the Student Assistant Program/Faculty Student Research program.
- It is the supervisor's responsibility to ensure students complete timesheets within the prescribed Web Time entry window for each pay period.
- Supervisors must review web time for accuracy and approve time sheets according to the Student Bi-Weekly Payroll Calendar: (<https://www.ramapo.edu/payroll/student-payroll-schedules/>)
- Supervisors must monitor spending to ensure budget allocations are not exceeded.
- Supervisors and appropriate staff members will receive notification when the department is approaching its spending limit.
- The supervisor is responsible and accountable for managing their budget.