

## **Appendix 2**

### **Procedures for Initiating a WSE – APL Research Assistantship**

1. The primary mechanism for initiating a Research Assistantship is collaboration between a WSE co-advisor and an APL co-advisor. That collaboration should be focused on APL sponsor-funded work or IR&D that can support the Research Assistantship for the duration of the particular doctoral program. It should be noted that the program does not have to be one continuous project but may be a series of related projects that when combined allow a Research Assistant to write a coherent doctoral dissertation. The collaboration should produce a joint proposal submitted through the WSE department to the Dean's Office and to the appropriate APL department head.
2. The decision to support a WSE-APL Research Assistant is made jointly by the WSE Dean's Office and the appropriate APL Department Head. Such a decision is nominally a five-year commitment but there may be variation or extenuating circumstances due, for example, to loss of funding or poor academic performance that could preclude completion.
3. The decision to accept a particular student to fill a Research Assistant position will be made by the WSE faculty co-advisor and the APL co-advisor. They may recruit for the Assistantship once the Dean's Office and the APL department head makes a commitment to support the proposal.
4. All applicants for a Research Assistant position must be U.S. citizens. Research Assistant projects will be unclassified, although Research Assistants may be eligible to pursue security clearances for related work.
5. Research Assistants will be paid \$30,000 for the 2011-2012 academic year and will receive health insurance and full-tuition reimbursement. Costs are expected to increase in future years. An approximate breakdown of expenses for a five-year period beginning in 2011 is included in Appendix 1.
6. The Research Assistant is expected to spend the first three or four semesters in residence on the Homewood campus. After that period, the Research Assistants are expected to be in residence at APL. It is intended that APL will identify and provide work opportunities related to the program during the summer after the first academic year and from the fourth semester to the completion of the doctoral program.
7. The applicable WSE department will handle all salary, health insurance, and tuition administration. The WSE department will invoice APL consistent with the current process for interdivisional work.
8. Research Assistants must record and certify the time charged to APL-sponsored projects in accordance with the JHU effort reporting policy.