

Undergraduate Research Assistantship (URA) and Summer Research Assistantships (SRA) Guidelines	
URA: FALL and SPRING SEMESTERS	SRA: SUMMER
PROGRAM DESCRIPTION	
The URA program provide SMU undergraduate students with hands on research experience under the guidance of faculty. URA's are work-based awards tied to faculty-directed, research activities. The assistantships are not clerical or administrative positions.	The SRA program provide SMU undergraduate students with more intensive hands on research experience under the guidance of faculty. SRA's are work-based awards tied to faculty-directed, research activities. The assistantships are not clerical or administrative positions.
ELIGIBILITY	
Students in good standing and enrolled full time (i.e., 12 or more SCHs) Open to all departments and faculty at SMU	Students must not have transferred or graduated Students are encouraged to enrolled but it is not required Open to all departments and faculty at SMU
WAGES AND HOURS	
Suggested Minimum Wage for URA/SRA Program \$10.00 Max for URA/SRA Program Match \$15.00 Up to 10 Hours Per Week for URA/SRA Program Match	Suggested Minimum Wage for URA/SRA Program \$10.00 Max for URA/SRA Program Match \$15.00 No More Than 29 Hours Per Week for URA/SRA Program Match
FIND A RESEARCH ASSISTANTSHIP	
Handshake https://smu.joinhandshake.com/login Find a professor that is doing the research that you are interested in Talk with Director of Undergraduate Research in the Office of Engaged Learning A20 Mentoring Powered by the Office of Engaged Learning (COMING SOON)	
APPLICATION	
URA applications may submitted at any time. To be completed with your faculty mentor https://www.smu.edu/Provost/EngagedLearning/Undergraduate-Research/URA The application must be filled out completely. Incomplete applications will be recycled back to the department admin	The application cycle for SRA opens after spring break and closes May 1. To be completed with your faculty mentor https://www.smu.edu/Provost/EngagedLearning/Undergraduate-Research/SRA The application must be filled out completely. The application must be filled out completely. Incomplete applications will be recycled back to the department admin
FUNDING INFORMATION	
Student Worker: 50% from the participating academic department, school, sponsor, or faculty/50% match Federal Work Study: 35% from the participating academic department, school, sponsor, or faculty/65% match.	Student Worker: Student Worker: 50% from the participating academic department, school, sponsor, or faculty/50% match No Federal Work Study during the summer
REQUESTING A URA or SRA (FOR FACULTY AND DEPARTMENT ADMINS)	
Designate source of the matching contribution. For example, these might be the departmental operating budget or restricted account, a faculty member's research grant/contract account or restricted account. Submit the URA and SRA application with the standard ePAF for student employees. Regarding the eForm, the admin should initiate and submit an eForm through my.SMU. Manager Self Service -> Hire / Rehire Employee -> Add a Hire / Rehire Form Applications for Hamilton Award, please upload a letter with your ePAF. If the application and letter are missing from the ePAF, the ePAF will not be approved by Undergraduate Research On the ePAF, please use code 6163 for URA/SRA: Non-Work Study students and code 6168 for URA: Work-Study students. If you have any questions, please contact the Office of Engaged Learning, Undergraduate Research Program (Phone: 214-768-3223 or -3224; Email: urdir@smu.edu)	