



UNIVERSITY  
of HAWAII®  
MĀNOA

## Graduate Assistant Tuition Exemption

Use this form to request a GA tuition exemption. The award of a GA tuition exemption is contingent on

1. The commitment of the department or unit to provide a graduate assistantship, and
2. The commitment of the graduate assistant to abide by the policies below.

GA tuition exemptions awarded by the Graduate Division are valid only for fall and spring semesters. Summer session tuition exemptions, if available, are issued by the Dean of the Outreach College.

### Conditions of Award

GA's, as a function of their appointment to an assistantship, are eligible for a tuition waiver. To qualify for a waiver, graduate assistants must be employed at least 12 weeks during the semester (not including spring break during the spring semester). Failure to do so will result in cancellation of award and responsibility to pay any balance created due to cancellation of the award.

### Conflict of Interest, Ethics and Intellectual Property

As university employees, GAs will be governed by official UH policies on conflict of interest, ethics and intellectual property. GAs must abide by these policies and disclose any potential conflict of interest. The university may have a right to a share of the intellectual property developed by GAs while carrying out GA duties. If the assistantship is funded by a grant or contract, even partially, then provisions of the grant or contract may determine ownership of intellectual property. More information is available at the Graduate Division Website <<http://manoa.hawaii.edu/graduate>>.

### Approval for Research Topics (For Graduate Assistants with Research Duties)

As required by federal, state and university regulations, UHM employees and students who intend to conduct research that involves the use of subjects listed below must check with their respective academic departments, the Office of Research Services, and the appropriate office(s) listed below for approval and guidance.

### Institutional Review Board and Human Studies Program

The Institutional Review Board (IRB) is a federally required committee responsible for evaluating research protocols which involve people as research subjects. Protocols involving human subjects are required to be reviewed and approved by an IRB prior to starting the activities. All research proposals that involve human subjects or the University's non-public information to identify or contact research subjects require review and approval by an IRB. Federal guidelines allow for some research to be exempt from IRB review: however, only the Human Studies Program office on behalf of the IRB may grant such exemptions. The Human Studies Program administratively supports the University's three IRBs (Biomedical, Social & Behavioral Sciences, and Cooperative) by processing applications and documents and providing education on the principles of conducting ethical human research.

### Environmental, Health and Safety Office

The Environmental Health and Safety Office (EHSO) ensured safe campus environments through the development and administration of health and safety programs critical to the university experience. Research proposals involving radioactive materials, compressed gas (scuba) diving, certain chemicals and hazardous materials and their disposal are the responsibility of EHSO.

Revised July, 2017

**Note: This form must be submitted for each semester the GA will be receiving a tuition waiver.**



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### **Institutional Biosafety Committee and Biosafety Program**

The Institutional Biosafety Committee (IBC) is a federally required committee responsible for evaluating research protocols which propose the use of biological recombinant material and other biological material including but not limited to microorganisms, biological toxins, cell or tissue samples, and genetically modified animals and plants. Protocols involving these materials are required to be reviewed and approved by the IBC prior to starting the activities. The Biosafety Program administratively supports the IBC by processing all applications and documents, conducting laboratory inspections, and provides training for general laboratory biosafety, biosafety and blood borne pathogen awareness.

### **Institutional Animal Care and Use Committee and Animal Welfare**

The Institutional Animal Care and Use Committee (IACUC) is a federally required committee responsible for evaluating research and instructional protocols which propose the use of vertebrate animals in traditional laboratory, agricultural, and field condition environments. Protocols involving vertebrate animal species are required to be reviewed and approved by the IACUC prior to starting the activities. The Animal Welfare Program administratively supports the IACUC by processing all applications and documents, conducting laboratory inspections, and oversees education requirements for conducting ethical and scientifically sound animal use research and instruction.

Revised July, 2017

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### Graduate Assistant Tuition Exemption Request Form

**Part I. To be completed by the graduate assistant**

Name \_\_\_\_\_ UH ID No. \_\_\_\_\_  
LAST, FIRST, M.I.

Graduate Program \_\_\_\_\_ Degree Objective \_\_\_\_\_  
INCLUDE SPECIALIZATION IF APPLICABLE

Are you pursuing a joint degree in law?  No  Yes (If yes, you are only eligible for a half waiver)

I certify that I have read and understand the policies and instructions for this form.

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

**Part II. To be completed by the department/unit providing the graduate assistantship**

Name of Department/Unit \_\_\_\_\_

Name of Employment Supervisor \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Provide details on the graduate assistantship appointment:

Waiver Semester (please <u>either</u> fall or spring)	Appointment Type
<input type="checkbox"/> Fall 20____ <small>Year</small>	<input type="checkbox"/> 0.25 FTE (half = 50% tuition exemption)
<input type="checkbox"/> Spring 20____ <small>Year</small>	<input type="checkbox"/> 0.50 FTE (full = 100% tuition exemption)
<b>Appointment Period</b> from _____ to _____ <small>MM/DD/YY MM/DD/YY</small>	

\* Attach memo justifying appointment.

I certify that the department/unit is committed to provide the student with the graduate assistantship detailed above for this semester.

Signature of Employment Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Revised July, 2017

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