

## Participating CBIO Faculty Guidelines

1. Advisor must agree to provide a 12-month graduate research assistantship (GRA) for the student for every year for the duration of doctoral studies in the CBIO program (4- 5 years). A graduate teaching assistantship may be provided with program approval.
2. It is the advisor's responsibility to pay students tuition (up to 12 credits per semester plus summer) ,79% of medical and students' stipend.
3. The CBIO stipend is not to be lowered but can exceed what they are currently being paid. The stipend for 2024-2025 is 28k for 12 months.
4. Please review the student handbook when helping student decide on their courses CBIO handbook [CBIO Student Handbook](#)
5. Please inform your staff that you have a CBIO student as your advisee so they can be added to your department graduate program's listserv and communication channel.
6. It is your responsibility to alert your payroll staff that the CBIO student is being paid by you and tell them what account you would like them to be paid from. All assistantship renewal letters are to come from the participating departments, not CBIO.
7. Program of Studies must be sent to Jennifer Clarke or Amanda Ramer-Tait for approval.
8. Advisors are expected to participate in CBIO recruitment events and assist with advertising the program to the scientific community.

## Support Staff Responsibilities

1. Participating CBIO students Letter of offer renewals. Please see OGS template for assistantships.
2. Fellowship information must be sent to the Office of Graduate Studies by the participating department staff. Please see OGS template for fellowships.
3. CBIO students need to be added to your e-mail lists so they can take part in your department's events.

Staff are not responsible for contacting students about their paperwork, CBIO students manage to take care of their own paperwork and send it to Dr. Jennifer Clarke or Dr. Amanda Ramer-Tait and their advisors. **Staff Members are not to advise a CBIO student on courses to be taken, this is up to each student's committee and the Directors of the CBIO graduate program.**