**Department of Anthropology | Stanford University**
**Department of Anthropology Student Informed Agreement, Department Funding**

**STUDENT INFORMATION**

| | |
|---|---|
| Student Name | SUID# |
| Email | Cellular Telephone |
| Faculty Advisor | Department Track |
| PhD Degree Program/PhD Minor (if any) | Department/Program |
| MA Degree Program | Department/Program |
| BA Degree Program | Department/Program |

Retroactive Change: ☐ yes ☐ no

If yes, attach Transfer Justification Form (http://fingate.stanford.edu/staff/fundsmgmt/quick_steps/request_fund_transfer.html), if applicable; or, attach a copy of the PS Webforms (GFS) Off Cycle Check Request

Indicate Requested Actions:

| **HR/Staff Employee (hourly time sheet)** | **Graduate Student (GFS)** |
|---|---|
| ☐ % of FTE Effort | ☐ Grad Student Quarterly Stipend |
| ☐ Salary Interval | ☐ Postdoc Monthly Stipend |
| ☐ semi-monthly ☐ monthly ☐ hourly ☐ 1XP | ☐ Grad Student / Postdoc Salary (includes tuition unless noted below in remarks) |
| ☐ Termination | |
| ☐ PTA Change | ☐ Grad Student / Postdoc Fellowship Supp. |
| ☐ Other (explain in remarks) | ☐ Salary Supp. ☐ Stipend Supp. |
| | ☐ Grad Student / Postdoc Health Insurance (unrestricted) |
| | ☐ Visiting Student Researcher |

Department of Anthropology, School of Humanities and Sciences, Stanford University version 03/01/2013

**FINANCE**

PTA: _____

Direct Cost:_____

Fund Expiration:_____

Percent of PTA to be charged:_____

Account Restrictions:_____

Verification of Commitment:_____

PTA End:_____

PTA Start:_____

**PAYROLL**

Total Number of Pay Periods:_____

Payroll Pay Period Start:_____

Payroll Pay Period End:_____

Total Amount to be charged:_____

Gross Amount per Pay Period:_____

Annual Salary:_____

**GRADUATE FINANCIAL SYSTEM**

GFS Aid year:_____

GFS Salary Start date:_____

GFS Salary Stop Date:_____

GFS Fellowship Start Date:_____

GFS Fellowship Stop Date:_____

**FINANCE**

PTA: _____

Direct Cost:_____

Fund Expiration:_____

Percent of PTA to be charged:_____

Account Restrictions:_____

Verification of Commitment:_____

PTA End:_____

PTA Start:_____

**PAYROLL**

Total Number of Pay Periods:_____

Payroll Pay Period Start:_____

Payroll Pay Period End:_____

Total Amount to be charged:_____

Gross Amount per Pay Period:_____

Annual Salary:_____

**GRADUATE FINANCIAL SYSTEM**

GFS Aid year:_____

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**FINANCE**

PTA: _____

Direct Cost:_____

Fund Expiration:_____

Percent of PTA to be charged:_____

Account Restrictions:_____

Verification of Commitment:_____

PTA End:_____

PTA Start:_____

**PAYROLL**

Total Number of Pay Periods:_____

Payroll Pay Period Start:_____

Payroll Pay Period End:_____

Total Amount to be charged:_____

Gross Amount per Pay Period:_____

Annual Salary:_____

**GRADUATE FINANCIAL SYSTEM**

GFS Aid year:_____

GFS Salary Start date:_____

GFS Salary Stop Date:_____

GFS Fellowship Start Date:_____

GFS Fellowship Stop Date:_____

Remarks:

| | | | |
|---|---|---|---|
| | | | |
| Principal Investigator - Signature for effort on project | Printed Name | | Date |
| | | | |
| Graduate Student Officer - Signature for processing | Printed Name | | Date |
| | | | |
| Finance Manager - Signature for fund availability | Printed Name | | Date |

-Matriculating Graduate Student, GFS Annual Dates: Autumn Quarter is 10/1 – 12/31, Winter Quarter is 1/1 – 3/31, Spring Quarter is 4/1 – 6/30, Summer Quarter is 7/1 – 9/30

-Total % should equal 100%; % FTE effort is the % hired (i.e. part time 75%; full time 100%, etc)

-Postdocs and Non-matriculating graduate student fellowship payments, http://fingate.stanford.edu/staff/payadmin/adminPay_postdoc.html and http://fingate.stanford.edu/staff/payadmin/res_jobaid/postdoc_deadline.html

-Student Commitments, http://fingate.stanford.edu/staff/supptstudents/commit_students.html