



Group Transfer Form

(Please return via email to oakley@chemistry.harvard.edu or hard copy directly to the CCB Department Office, Mallinckrodt 133, with the advisor and student signature. The Department will obtain the other signatures.)

Name: _____ HUID: _____

Graduate Year (e.g. G1): _____

Advisors are responsible for paying the student's Research Assistant (RA) salary and a portion of the student's tuition, equivalent to the G3/G4 reduced tuition rate (currently \$22,250/year). As set by the contract with the Harvard Graduate Student Union (HGSU), the RA salary is currently \$48,996 per year. Advisors are responsible for this as long as the student is in good academic standing and remains in the advisor's lab.

For students with fellowships, the above funding will be replaced by the fellowship support. If necessary, the fellowship will be supplemented up to the current RA rate from the advisor's funds. In the case of certain federal fellowships, this supplement will need to be paid from non-federal funds, due to federal regulations.

Note to external advisors: The academic requirements and financial practices of the CCB Department are operative rather than those from the Department of the advisor. External advisors must be approved by the CCB Director of Graduate Studies. Students who wish to join groups outside CCB must submit a 1-page summary of proposed research along with this form.

From Research Group: _____

To Research Group: _____

New Advisor approval signature

Date

Co-Advisor approval signature

Date

Student signature

Date

Research Portfolio Manager signature

Date

Director of Graduate Studies signature

Date