

COM-P GRADUATE STUDIES DEPARTMENT
INFORMATION AIDE ABOUT GRADUATE PROGRAMS

1. How to recruit a Clinical Translational Science (CTS) graduate Student
 - a. Starting with Fall 2026 application cycle you will be asked to assist with interviewing CTS applicants.
 - i. If in the interview you are interested in them joining your lab for at least a rotation, please let Graduate Training Office know; they will inform CTS Admissions committee of your interest.
 - ii. You will need to confirm that you have some funding and would be willing to fund a student within a year.
 - iii. These interviews are not binding to the CTS Program but will serve as information so that the CTS Admissions Committee can determine if they would like to interview the applicant, offer admission, or deny admission.
 - b. If the student is admitted to the program
 - i. For Fall admission, the student can volunteer in your lab as a DCC prior to the beginning of fall semester. You will have to work with HR to complete the process.
 - ii. The student may be offered 1 year funding from CTS, UA University Fellows, UA IMSD program based on merit. If the student is not offered 1 year funding, the program may ask the PI to cover the expenses of the GA starting the 1st year.
 1. UA University Fellows program starts the students at a higher GA salary as they are the top students in the university. As of Fall 2025, Phoenix students will no longer be able to participate.<https://gradcenter.arizona.edu/university-fellows-program/university-fellows-award>. As of Fall 2024, the salary is \$37,000; these COM-P CTS students will receive an increase at the completion of their comprehensive exams of \$2,000 (\$39,000 0.50 FTE or \$78,000).
 2. UA Initiative for Maximizing Student Development (IMSD) students <https://grad.arizona.edu/diversityprograms/imsd> are paid a stipend of \$30,000 (because COM-P's pay rate for all GA is now at \$33,000, we will request that the PI pay the additional salary).
 - iii. For fall admission cycle the Graduate Training Office (GTO) will begin hiring procedures with business office (DO, BM) and HR in early May the latest. These students historically start their Graduate Assistantship (GA) the week prior to the beginning of the term.

- iv. For spring admission cycle, the GTO will begin hiring procedures with business office and HR in mid-October the latest (as HR has a moratorium mid-November through January). These students historically start their GA the week prior to the beginning of the term (or soonest possible date after).
2. Grants and Fellowships for PhD Graduate Students (refer to Grants/Fellowships sheet)
- a. The CTS program encourages all students to apply for fellowships/grants as part of the comprehensive exam. We understand that those who successfully apply for and receive Fellowships/Grants will have their research, tuition, health insurance, stipend, childcare (if needed), and other expenses paid for by the grant/fellowship.
 - b. GTO encourages all students/PI's who are applying for grants/fellowships, to please inform GTO and GTO business team of the application as they are key to making sure it all works as smooth as possible for the student.
 - i. Accepting grants/fellowships should be done certain timelines to avoid graduate students having funding issues. If a grant is accepted to start mid-semester it could cause the student to owe funding back to the university.
 - c. TReO and UAHS Research Administration process may take 2-6 months to finalize a grant/fellowship.
 - i. Accounts will be set up as soon as possible, as backstops, so that funding can be used in a timely manner.
 - ii. Faculty may have to use their funding to support this effort until all is finalized.