

RAINS RESEARCH ASSISTANT PROGRAM

The Rains Research Assistant Funds Program is intended to support faculty research by providing financial support for faculty to hire a student research assistant. This program is available to all full-time tenured & tenure-track faculty. Faculty members on a leave of absence are not eligible. All awards are restricted to a maximum of 120 hours for the academic year, including the preceding summer. Amounts that exceed the 120 hour limit will be paid for out of the department or School/College budget. All hours must be completed by the end of the academic year. Faculty are responsible for keeping track of their student(s)' declining balance(s). Questions regarding the Rains Program may be directed to the Office of Faculty Affairs, at (310) 258-5459 or by e-mail at OFD@lmu.edu.

Application Process Overview

- Complete the Rains Faculty Application found on the [Office of Faculty Website](#).
- Once the application is submitted, the Office of Faculty Affairs will route the application to the appropriate Chair and Dean for approval.
- Upon OFA approval, you will be notified by email and sent a link to the student application form with instructions on how to complete the student application process, which utilizes Student Employment Services' online SEA form.
- Once you have selected a student, the student will complete the Rains Student Application.
- Once the student's application has been processed and approved, the student and faculty sponsor will receive email notification from SES. Only then may the student begin working.

**Office of Faculty Affairs
1 LMU Drive
University Hall, Suite 4820
Los Angeles, CA 90045**

**Phone: 310-258-5459
Fax: 310-338-1841
E-mail: OFD@lmu.edu**