

Northern Michigan University Procedure for Research/Practicum Forms

1. **The Faculty Director/Supervisor** completes the "[Research/Practicum Compensation Application Form](#)" and secures appropriate signatures. The Faculty Director/Supervisor must check payment preference on the form.
2. **The Faculty Director/Supervisor** submits the "Research/Practicum Compensation Application Form" to the department.
3. **The student** completes the "[Registration for Research/Practicum Credits Form](#)." (This form completes the actual registration process.)
4. **The department office** forwards the "Registration for Research/Practicum Credits Form" separately to the College Dean and the Graduate Studies Office for signature. When the "Registration for Research/Practicum Credits Form" is signed, the Graduate Studies Office forwards the form to the Registrar's Office.
5. **The department office** distributes copies of the "Research/Practicum Compensation Application Form" upon completion of the form.
6. **The department office** then sends the completed "Research/Practicum Compensation Application Form" to the Office of Academic Affairs, and then utilizes the Employment Processing System to process payment for the Director/Supervisor. The "comments" section will state the name of the project, the number of credits, and the compensation method (paid, banked, or on-load). **NO STUDENT INFORMATION WILL BE INCLUDED ON THE EPS FORM.**
7. **The department office** will retain the original "Research/Practicum Compensation Application Form." Finalized copies of the EPS forms will be attached to the "Research/Practicum Compensation Application Form" for record keeping purposes within the Department.

Downloads

The procedure outlined on this page and the forms mentioned within it are available for download in PDF and DOC format below.

PDF

- [Research/Practicum Compensation Application Form](#)
- [Registration for Research/Practicum Credits Form](#)
- [Procedure for Research/Practicum Forms](#)

DOC

- [Research/Practicum Compensation Application Form](#)
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