

Guidance Purpose and Overview

The University of Oregon (UO) has a series of externally sponsored applied training programs that have considerable outreach and experiential learning components that differ from traditional graduate education programs. For example, the NSF K-12 Education (GK-12) Program supports fellowships and training for graduate students in science, technology, engineering, and mathematics (STEM) education and outreach at the University of Oregon, and the current applied training for groups of trainees named as Transition Fellows, Center Immersion Fellows, and Outreach Fellows in the Center for Sustainable Materials Chemistry grant is another. This unique group training program is intended to develop or enhance applied training opportunities for a specific group of individuals, selected by the institution, who are training for careers in STEM education or outreach.

Students and trainees within these programs enroll for credits through the Academic Extension (AE), and these AE returns a portion of the revenue back to the administering units to further the training program objectives, a mechanism that is consistent with the applied orientation of the Academic Extension model at the UO.

GK-12 program budgets are awarded with very specific expenditure categories and funding levels, specifically relating to the trainee costs. The intent of this document is to provide guidance to the UO Research Centers and Institutes managing this program on how to post costs against these expenditure categories. The intent is to have all the UO's training sponsored projects reflect consistent award management and charging practices.

Institute and Center Charging Guidance: Charging Applied Training Grant Cost Categories

Expenditure (Budget) Category	Applied Training Grant Charging Guidance
Stipends	<ol style="list-style-type: none"> 1. Stipend Funding Levels: <ul style="list-style-type: none"> ✓ Typically, each Applied Training Program Fellowship/Award training grant is awarded for a set number of fellows and the funding received for stipends is set by the number of trainees. ✓ For GK-12 Awards, stipend levels are posted on the NSF website and are included in the program announcement (standard stipend amounts can increase year to year). 2. Stipend Disbursement and Trainee Appointments: <ul style="list-style-type: none"> ✓ Stipend budgets are awarded based on the original proposal. ✓ Trainees should typically be appointed for a full period of 12 months. <ul style="list-style-type: none"> ○ Stipends must be paid <i>in full</i> to the trainee over a 12 month appointment period of the grant. 3. Stipend Charges: <ul style="list-style-type: none"> ✓ Stipend payments must be issued as such; they cannot be paid

	<p>out as payroll. Stipend payments must be processed through Accounts Payable (e.g., through a Check Request List) directly to the trainee.</p> <p>4. Stipend Budgets:</p> <ul style="list-style-type: none"> ✓ As stipends must be paid in full to trainees, these funds cannot be rebudgeted into other cost categories.
<p>NSF Cost of Education (COE) Allowance</p>	<p>5. Cost of Education Allowance Funding Levels:</p> <ul style="list-style-type: none"> ✓ Every NSF GK-12 trainee slot includes a Cost of Education (COE) Allowance, which can be used to defray the costs incurred by the UO in support of their research and education. In the case of GK-12, the COE Allowance should be used to cover Tuition costs. <p>6. COE Allowance Charges (Tuition):</p> <ul style="list-style-type: none"> ✓ Students in the GK-12 Program enroll through the Academic Extension (AE) and are charged tuition for parallel courses (research credits and seminar) set up through AE. ✓ The tuition rate is established through AE and has traditionally been set to equal resident graduate tuition rates for both resident and nonresident students. ✓ The full amount of tuition should be assessed against the COE Allowance and processed to the student’s account via Resource Aid Requisition through Accounts Receivable/Student Billing. <p>7. COE Allowance Budgets:</p> <ul style="list-style-type: none"> ✓ Allowance funds can be rebudgeted into other cost categories, but must be used to first cover applicable tuition costs.
<p>Tuition Return</p>	<p>8. Tuition Return Funding:</p> <ul style="list-style-type: none"> ✓ The current agreement with AE includes a return of 80% of the tuition costs charged by AE to the sponsored program. This returned amount should be used to cover other costs incurred in support of trainee research and education. <p>9. Tuition Return (Health Insurance):</p> <ul style="list-style-type: none"> ✓ A key cost incurred by the institution in support of training programs is the health insurance extended to trainees through the Graduate Teaching Fellow (GTFF) insurance program <ul style="list-style-type: none"> ○ Though the trainees do not have a GTF appointment, the UO has negotiated with the GTFF union to provide health insurance coverage to trainees through the same program, for a cost per term ✓ The current term’s tuition revenue return should be used to cover the cost of trainee health insurance, if the trainee elects to participate in the health insurance program <ul style="list-style-type: none"> ○ In order to participate, the administering Center/Institute shall enter their fellow’s names, ID numbers, and the grant number into the “Training

	<p>Grant” module in GradWeb (https://gradweb.uoregon.edu/main/main.asp) by the specified deadline(s) and the trainee shall complete (only once) the required information release form. The Graduate School periodically sends a call for submission into the module, which is password protected.</p> <ul style="list-style-type: none"> ○ See guidelines appended below and contact Debbie Davidson (debbied@uoregon.edu) with questions. <p>✓ Health insurance costs will be posted against the Banner Index for all participants each term (fall, winter, spring and summer).</p> <p>10. Tuition Return (Fees):</p> <ul style="list-style-type: none"> ✓ Mandatory fees are another cost incurred by the institution in support of trainees is the mandatory fees associated with their enrollment. ✓ Fees should be charged against the tuition return from the current term. ✓ The cost of fees assessed is the equivalent of the value of the negotiated fees benefit for GTFs. Trainees, like GTFs, are responsible for remaining balance ✓ Fee payments should be processed via Resource Aid Requisition through Accounts Receivable/Student Billing. <p>11. Tuition Return (Other):</p> <ul style="list-style-type: none"> ✓ Once Health Insurance and Fee costs post against the Tuition revenue returns, there may still be funds available to cover additional costs associated with the GK-12 Fellowship Program. ✓ In winter/spring terms, Tuition Returns from the previous term(s) should be used to cover the remaining balance of tuition costs not covered by the COE Allowance. ✓ Any remaining Tuition Return balance should be used to cover the following costs in the listed order: <ul style="list-style-type: none"> ○ Summer Health Insurance ○ Tuition for those trainees who are required to enroll (e.g., in the first or final term). ○ Tuition for trainees enrolled in dissertation credits (not through AE) during any term. ○ Travel and supplies.
<p>Facilities & Administrative Costs</p>	<p>12. F&A Funding Levels:</p> <ul style="list-style-type: none"> ✓ As allowable per the award’s terms and conditions, F&A costs should be fully recovered from the sponsor. ✓ NSF GK-12 awards receive full F&A rate recovery but Participant Support costs (Trainee costs) are excluded from the Modified Total Direct Cost base. <p>13. F&A Charges:</p> <ul style="list-style-type: none"> ✓ F&A costs are automatically posted to the Banner account as other direct costs are incurred.

	14. F&A Budgets: <ul style="list-style-type: none">✓ F&A funds should be used in full and assessed on all eligible expenses.
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Requesting GTFF Health Insurance for Trainees

- **ELIGIBILITY:** In order to be eligible to receive this funding, the students' names and other required information must have been entered into the training grant insurance eligibility module on GradWeb by the deadlines established by the Graduate School. The information entered (student names, grant numbers, etc.) submitted by units will be confirmed by SPS before being shared with the GTFF for insurance purposes and before requests for supplemental funding will be entertained.
- If the unit's DGA or PI does not receive emails from the Graduate School about access to GTF insurance for its training grant trainees, he/she should request access to the GradWeb module by emailing Debbie Davidson in the Graduate School (debbied@uoregon.edu). GradWeb can be accessed here:
<https://gradweb.uoregon.edu/main/main.asp>
- If Graduate School deadlines are not met, central support will not be provided for these costs, and the costs will be offset from other central resources provided to these units, for example, F&A return.

General Notes for GK-12 Awards

1. The unit is responsible for covering any costs in excess of those covered by a training grant.
2. Trainees appointed on a GK-12 award cannot be paid less than the stipend level determined by the NSF. However, these individuals can be paid more with other funds from elsewhere at UO. Trainees can have another non-trainee appointment, such as a student employee appointment (including a GTF appointment), working on other sponsored projects or non-sponsored activities. However, the work in these other areas must be distinctly different and distinct from the tasks they perform as trainees.
3. This guidance, as well as the 80% tuition revenue return mechanism, also applies to currently active CCI: Center for Sustainable Materials Chemistry award, as approved by the previous Vice President for Research for Transition Fellows, Center Immersion Fellows, and Outreach Fellows only. However, this mechanism through AE will not apply to any future applications/ awarded grants that includes a group training (e.g. NSF-GK-12, CCI awards or any other) component. Rather, the default is that such applications/awards will be budgeted and charged according to other NSF group training grant (e.g., IGERT) guidance. Appropriate approvals will have to be expressly agreed to by the current Vice President for Research, Innovation and Graduate Education as a part of the application process.