

## Guidance Purpose and Overview

The University of Oregon (UO) receives Ruth L. Kirschstein National Research Service Awards (NRSA) Fellowship Grants (also known as F30, F31 and F32 grants) from the National Institutes of Health (NIH) with the intent and purpose of doctoral training and education graduate students at the UO on an individual basis. F fellowships are awarded specifically to the graduate students (as Principal Investigator) and each graduate student shall have a faculty member serve as the fellowship sponsor. This guidance outlines appropriate charging for F fellowships.

NRSA Fellowship 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 these fellowship awards on how to post costs against these expenditure categories. The intent is to have all the UO's training and fellowship sponsored projects reflect consistent award management and charging practices.

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## Institute and Center Charging Guidance: Charging Fellowship Cost Categories

Expenditure (Budget) Category	Charging Guidance
Stipends	<ol style="list-style-type: none"> <li><b>1. Stipend Funding Levels:</b> <ul style="list-style-type: none"> <li>✓ Each fellowship is awarded for a single trainee and the funding received for stipend payments is set by the trainee's years of experience upon appointment and award.</li> <li>✓ Stipend levels are posted on the NIH website and included in the program announcement (in general, standard stipend amounts increase annually).</li> </ul> </li> <li><b>2. Stipend Disbursement and Trainee Appointments:</b> <ul style="list-style-type: none"> <li>✓ Stipend budgets are awarded based on the original proposal which outlines the fellow's years of experience. If the fellow has more years of experience than originally anticipated, the stipend <b>MUST</b> be paid at the NIH-determined stipend level.</li> <li>✓ Fellows should typically be appointed for a full period of 12 months and stipends must be paid <i>in full</i> to the trainee over a 12 month appointment period of the grant.</li> </ul> </li> <li><b>3. Stipend Charges:</b> <ul style="list-style-type: none"> <li>✓ Stipend payments must be issued as such; they cannot be paid out as payroll. Stipend payments must be processed through Accounts Payable (e.g., through a Check Request List) directly to the trainee.</li> </ul> </li> <li><b>4. Stipend Budgets:</b> <ul style="list-style-type: none"> <li>✓ As stipends must be paid in full to trainees, these funds <u>cannot</u> be rebudgeted into other cost categories.</li> </ul> </li> </ol>

<p><b>NIH Fellowship Institutional Allowance</b></p>	<p><b>5. Trainee Allowance Funding Levels:</b></p> <ul style="list-style-type: none"> <li>✓ Every F award includes additional funds, the Institutional Allowance, which can be used to defray the costs incurred by the UO in support of their research and education, including: <ul style="list-style-type: none"> <li>○ Health Insurance</li> <li>○ Fees</li> <li>○ Supplies</li> <li>○ Equipment</li> <li>○ Travel</li> </ul> </li> </ul> <p><b>6. Institutional Allowance Charges (Health Insurance):</b></p> <ul style="list-style-type: none"> <li>✓ A key cost incurred by the institution in support of fellows is the health insurance extended to these individuals through the Graduate Teaching Fellow (GTF) insurance program. <ul style="list-style-type: none"> <li>○ Though the trainees do not have a GTF appointment, the UO has negotiated with the GTF union to provide health insurance coverage to fellows through the same program, for a cost per term.</li> </ul> </li> <li>✓ The first cost incurred against the Allowance <u>shall</u> be fellow health insurance, if the fellow elects to participate in the health insurance program <ul style="list-style-type: none"> <li>○ In order to participate, the administering Center/Institute shall enter their fellow’s names, ID numbers, and the grant number into the “Training Grant” module in GradWeb (<a href="https://gradweb.uoregon.edu/main/main.asp">https://gradweb.uoregon.edu/main/main.asp</a>) by the specified deadline(s) by the stated deadline and the trainee shall complete (only once) the required information release form. The Graduate School periodically sends a call to the units for submission into the module, which is password protected.</li> <li>○ See guidelines appended below and contact Debbie Davidson (<a href="mailto:debbied@uoregon.edu">debbied@uoregon.edu</a>) with questions.</li> </ul> </li> <li>✓ Health insurance costs will be posted against the Banner Index for all participants each term (fall, winter, spring and summer)</li> </ul> <p><b>7. Institutional Allowance Charges (Fees):</b></p> <ul style="list-style-type: none"> <li>✓ The second cost incurred by the institution in support of fellows is the mandatory fees associated with their enrollment. Fees should be assessed second to the Allowance, once health insurance has posted. The value of fees is the equivalent of the value of the negotiated fees benefit for GTFs. Fellows, like GTFs, are responsible for remaining balance.</li> <li>✓ Fees should be processed via <a href="#">Resource Aid Requisition</a> through Accounts Receivable/Student Billing.</li> </ul> <p><b>8. Institutional Allowance Charges (Other):</b></p> <ul style="list-style-type: none"> <li>✓ Once all applicable insurance and fees have posted, the Allowance can be used towards other costs, such as those</li> </ul>
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	<p>mentioned above (supplies, travel, etc.).</p> <ul style="list-style-type: none"> <li>✓ If the full Allowance budget for the award has been consumed by insurance and fee costs, the Center/Institute should cover these costs with other internal funds, such as Facility &amp; Administration returns.</li> <li>✓ As fellows are specifically not considered employees, other fringe benefits associated with employment status, such as FICA taxes or Social Security, cannot be charged to the award</li> </ul> <p><b>9. Institutional Allowance Budgets:</b></p> <ul style="list-style-type: none"> <li>✓ Allowance funds can be rebudgeted into other cost categories, but must be used to first cover applicable insurance and fee costs.</li> </ul>
<p><b>Tuition</b></p>	<p><b>10. Tuition Funding Levels:</b></p> <ul style="list-style-type: none"> <li>✓ Pre-doctoral and F awards include funds for tuition up to 60% of UO’s tuition costs up to a ceiling amount. <ul style="list-style-type: none"> <li>• The actual ceiling can increase regularly, but is listed on the NRSA website and within the application details.</li> <li>• The full amount of allowable tuition should be requested as part of the F30, F31, F32 or F33 application.</li> </ul> </li> </ul> <p><b>11. Tuition Charges:</b></p> <ul style="list-style-type: none"> <li>✓ Another cost incurred by the institution in support of trainees is the tuition associated with their enrollment.</li> <li>✓ The cost of tuition is assessed based on the student’s residency status as determined upon admission.</li> <li>✓ The full amount of allowable tuition should be processed to the student’s account via <a href="#">Resource Aid Requisition</a> through Accounts Receivable/Student Billing.</li> <li>✓ A request may be made to the Office of Research, Innovation and Graduate Education via the Graduate School (see procedure appended below) to access funds to cover the cost of trainee tuition in excess of what is allowable on the award or once the Tuition budget been fully expended.</li> </ul> <p><b>12. Tuition Budgets:</b></p> <ul style="list-style-type: none"> <li>✓ Tuition funds should be used in full to cover allowable costs, therefore all funds awarded should be used to pay tuition costs and cannot be re-budgeted into other cost categories.</li> </ul>
<p><b>Travel</b></p>	<p><b>13. Travel Funding Levels:</b></p> <ul style="list-style-type: none"> <li>✓ On some F awards, there is an amount awarded per fellow appointment for travel related expenses, such as meeting attendance.</li> </ul> <p><b>14. Travel Charges:</b></p> <ul style="list-style-type: none"> <li>✓ Travel charges must be incurred in accordance with UO Travel Policy and sponsor regulations.</li> </ul>

	<ul style="list-style-type: none"> <li>✓ Foreign Travel is generally allowable.</li> </ul> <p><b>15. Travel Budgets:</b></p> <ul style="list-style-type: none"> <li>✓ Travel funds can be rebudgeted into other cost categories.</li> </ul>
<b>Facilities &amp; Administrative Costs</b>	<p><b>16. F&amp;A Funding Levels:</b></p> <ul style="list-style-type: none"> <li>✓ F&amp;A Costs are not allowable on NRSA Fellowship awards and therefore, should not be budgeted or assessed.</li> </ul>

**Requesting Tuition Support from the Office of Research, Innovation and Graduate Education**

- To request funds from the Office of Research, Innovation and Graduate Education to cover tuition “overages” not covered by fellowship awards, the unit (PI or DGA) sends an email Kassy Fisher (kmfisher@uoregon.edu) in the Graduate School that includes the following information:
  - Grant number;
  - Type of award (e.g., NIH F32);
  - Sponsor name and unit;
  - Student name(s) and UO ID number(s);
  - Specifics of request (amount of tuition being requested and for what terms);
  - Confirmation that the process outlined above was adhered to (e.g., Fellow Allowance and Tuition Budget was used to cover insurance, fee, tuition and other education-related expenses in the order outlined);
- AVAILABILITY OF FUNDS: Funds are limited, so requests for tuition support will be reviewed on a first come, first served basis.

**Requesting GTFF Health Insurance for Fellows**

- 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 fellows, 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. The costs will be offset from other central resources provided to these units, for example, F&A return.

**General Notes for Fellowship Awards**

1. The unit is responsible for covering any costs in excess of those covered by a NRSA Fellowship, with the only exception of tuition overages being covered by the Office of the Vice President for Research and Innovation through request to the Graduate School.
2. Fellows appointed on a NRSA Fellowship cannot be paid less than the stipend level determined by the NIH. However, these individuals can be paid more with other funds from elsewhere at UO, but NOT with other federal funds. Fellows can have another non-fellow appointment, such as a student employee appointment (including a GTF appointment), working on other non-federally 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 fellows.