

## Guidance Purpose and Overview

Each year, a number of graduate students at University of Oregon (UO) are awarded funds from the National Science Foundation (NSF) under the Graduate Research Fellowship Program (GRFP). These awards may be received in advance or their enrollment at the UO or during their first year of graduate study. These prestigious, individual awards have the intent and purpose of doctoral training and education of graduate students at the UO. The Dean of the Graduate School serves as the Principal Investigator (PI) on these awards, which are administered by the Graduate School. This guidance is for the administration and charging of NSF GRFP awards.

This training program is 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 academic departments and UO Research Centers and Institutes in which the GRFP Fellows are pursuing their studies and research. The intent is to have all the UO's training sponsored projects reflect consistent award management and charging practices.

## Charging Guidance for the Coordinating Official: GRFP 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 GRFP award includes funds for stipend payments to the fellows, paid out incrementally over the 12 month year.</li> <li>✓ Stipend levels are posted on the NSF website (standard stipend amounts can increase year to year).</li> </ul> </li> <li><b>2. Stipend Disbursement and Trainee Appointments:</b> <ul style="list-style-type: none"> <li>✓ Each fellow (trainee) selects a fall or summer “tenure start,” which determines the month in which the 12-month appointment period begins.                             <ul style="list-style-type: none"> <li>○ Fall-start fellows receive their stipends October through September.</li> <li>○ Summer-start fellows receive their stipends June through May.</li> </ul> </li> <li>✓ Trainees should typically be appointed for a full period of 12 months.</li> <li>✓ 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 <u>cannot</u> 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 cannot be rebudgeted into other cost categories.</li> </ul> </li> </ol>

<p><b>Cost of Education Allowance</b></p>	<p><b>5. Cost of Education Allowance Funding Levels:</b></p> <ul style="list-style-type: none"> <li>✓ Every NSF GRFP trainee award 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, including: <ul style="list-style-type: none"> <li>○ Health Insurance,</li> <li>○ Fees,</li> <li>○ Travel and</li> <li>○ Tuition.</li> </ul> </li> </ul> <p><b>6. COE Allowance Charges (Health Insurance):</b></p> <ul style="list-style-type: none"> <li>✓ A key cost incurred by the institution in support of training programs is the health insurance extended to trainees 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 trainees through the same program, for a cost per term.</li> </ul> </li> <li>✓ The first cost incurred against the COE Allowance <u>shall</u> be trainee health insurance, if the trainee elects to participate in the health insurance program. <ul style="list-style-type: none"> <li>○ In order to participate, the Coordinating Official shall enter their GFRP trainees 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) and each trainee shall complete (only once) the required information release form by the specified deadline(s). The Graduate School periodically sends a call for submission into the module, which is password protected.</li> <li>○ See guidelines 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. COE Allowance Charges (Fees):</b></p> <ul style="list-style-type: none"> <li>✓ The second cost incurred by the institution in support of trainees is the mandatory fees associated with their enrollment. Fees should be assessed second to the COE Allowance, once health insurance has posted.</li> <li>✓ Fees should be processed via <a href="#">Resource Aid Requisition</a> through Accounts Receivable/Student Billing.</li> </ul> <p><b>8. COE Allowance Charges (Travel):</b></p> <ul style="list-style-type: none"> <li>✓ Unfortunately, NSF has discontinued Travel Supplements for GRFP awardees, and because of the prestige of these awards, RIGE has arranged institutional support for such activities. Each</li> </ul>
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	<p>GRFP appointee can request, by email and with a proposed budget, up to \$1,000 for travel associated with their work against the COE Allowance, pending approval by the GRFP Principal Investigator, the Dean of the Graduate School.</p> <ul style="list-style-type: none"> <li>○ Upon approval of the request and budget, \$1,000 from the COE allowance will be available for this purpose.</li> <li>○ For each \$1,000 Travel amount approved, RIGE will also provide \$1,000 as match to be used towards the purchase of supplies and other materials supporting the fellow’s studies.</li> </ul> <p>✓ The Travel award will be processed via Resource Aid Requisition to the student account. Travel charges must be incurred in accordance with UO Travel Policy and NSF regulations.</p> <p><b>9. COE Allowance Charges (Tuition):</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>✓ Tuition should be assessed to the COE Allowance, once health insurance, fees and travel have posted.</li> <li>✓ The cost of tuition is assessed based on the student’s residency status as determined upon admission.</li> <li>✓ Tuition spent from the COE Allowance should be processed via <a href="#">Resource Aid Requisition</a> through Accounts Receivable/Student Billing.</li> <li>✓ The Graduate School will cover the difference in tuition costs not covered by the COE Allowance.</li> </ul> <p><b>10. Allowance Budgets:</b></p> <ul style="list-style-type: none"> <li>✓ Allowance funds can be re-budgeted into other cost categories, but must be used to first cover applicable insurance and fee costs.</li> </ul>
<b>Facilities &amp; Administrative Costs</b>	<p><b>11. F&amp;A Funding Levels:</b></p> <ul style="list-style-type: none"> <li>✓ F&amp;A Costs are not allowable on GRFP Fellowship awards and therefore, should not be budgeted or assessed.</li> </ul>

**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. In the case of GRFP awards, the information (student names, grant numbers, etc.) is entered and confirmed by the Graduate School.

**General Notes for GRFP Awards**

- GRFP Fellows cannot be paid less than the stipend level determined by NSF.
- GRFP fellowships include three years of funding that must be expended within a 5-year period.
- Generally, GRFP Fellows may not be employed by the University in other roles during their “on-tenure” years. However, an exception can be made when teaching is determined to be a permitted supplementary activity. In order to be approved, a request for a teaching appointment must be submitted to the Graduate Dean and include written confirmation from the fellow’s academic advisor that the specific teaching assignment will be beneficial to the fellow as a professional or to the fellow’s specific research goals. Teaching appointments can only be made for a maximum of two quarters over all three tenure years.