

Guidance Purpose and Overview

The University of Oregon (UO) receives sponsored funds in support of individual graduate student’s training in the form of fellowship awards or individual training grants. These awards may be awarded specifically to the graduate students as Principal Investigator (PI) with a faculty member serving as the fellowship sponsor. Alternatively, the award may be made directly to the faculty sponsor as the PI and then dedicated to a given trainee or fellow. This guidance outlines appropriate charging for individual training awards and fellowships (excluding NIH F32 Fellowship awards and NSF Graduate Research Fellowship Program (GRFP) awards, each of which has specific guidance available).

Fellowship and individual training award budgets are may be awarded with specific expenditure categories and funding levels or may have more general budgets to cover the graduate student’s training. The intent of this document is to provide guidance on how to post costs against certain expenditure categories to the UO Research Centers and Institutes and departments managing these individual training awards and fellowships. The intent is to have all the UO’s training and fellowship sponsored projects reflect consistent award management and charging practices.

In order to appoint a graduate student as a trainee or fellow on a sponsored award, the award’s regulations or terms and conditions must *specifically* state that appointees must be trainees, in contrast to the expected Graduate Teaching Fellows (GTF) appointment who are UO employees. Unless language specifically disallowing a GTF employee appointment is included in the award terms and conditions, the individual graduate student *must* be appointed as a GTF through the faculty sponsor’s University department. Sponsored Projects Services (SPS) shall specifically verify this language before the student is appointed as a trainee and is given access to health insurance or the award stipend. For example, American Heart Association Fellowships do not specifically state that fellows cannot also be employees, so AHA Fellows shall be appointed as GTFs, where the usual college-based processes for tuition, health and fees costing will be followed.

Institute and Center Charging Guidance: Charging Individual Training Grant or Fellowship Cost Categories

Expenditure (Budget) Category	Charging Guidance
Stipends	<ol style="list-style-type: none"> 1. Stipend Funding Levels: <ul style="list-style-type: none"> ✓ Generally, fellowship/individual training grants include funds to pay participants a stipend. The funds provided for stipends are determined by the award terms and conditions and submitted proposals. 2. 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/fellow.</p>
<p>Trainee/Fellow Health Insurance</p>	<p>3. Health Insurance Costs:</p> <ul style="list-style-type: none"> ✓ A key cost incurred by the institution in support of trainees and fellows is the health insurance extended to these individuals through the Graduate Teaching Fellow (GTF) insurance program. <ul style="list-style-type: none"> ○ Though trainees do not have a GTF appointment, the UO has negotiated with the GTF union to provide health insurance coverage to trainees/fellows through the same program, for a cost per term. ✓ If allowable, the cost of health insurance should be borne by the award to the greatest extent possible if the trainee/fellow elects to participate in the health insurance program. Unless the cost of health insurance is specifically disallowed or the budget is specifically limited, the cost of the trainee/fellow health insurance should be posted against the award before any other non-stipend charges are incurred. <ul style="list-style-type: none"> ○ In order to participate, the administering Center/Institute or unit shall enter their fellow's names, ID numbers, and the grant number into the "Training Grant" module in GradWeb (https://gradweb.uoregon.edu/main/main.asp) by the stated deadline 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. ○ The Graduate School will be verifying with SPS that individuals requesting GTF insurance as non-GTFs are specifically disallowed from being GTFs based on the terms and conditions of the award. ○ See guidelines appended below and contact Debbie Davidson (debbied@uoregon.edu) with questions. ✓ Health insurance costs will be posted against the Banner Index for all participants each term (fall, winter, spring and summer). ✓ The amount of health insurance, whole or in part, not borne by the grant must be provided for by the unit on a non-sponsored project account.
<p>Trainee/Fellow Fees</p>	<p>4. Fee Charges:</p> <ul style="list-style-type: none"> ✓ The second cost incurred by the institution in support of fellows and trainees is the mandatory fees associated with their enrollment. As with health insurance, if allowable, fees should

	<p>be borne by the award to the greatest extent possible, once health insurance has posted, before any other costs are incurred against the award’s available budget.</p> <ul style="list-style-type: none"> ✓ 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. ✓ Fees should be processed via Resource Aid Requisition through Accounts Receivable/Student Billing. ✓ The amount cost of fees, whole or in part, not borne by the grant must be provided for by the unit on a non-sponsored project account.
<p>Trainee/Fellow Tuition</p>	<p>5. Tuition Charges:</p> <ul style="list-style-type: none"> ✓ Another cost incurred by the institution in support of trainees is the tuition associated with their enrollment. ✓ The cost of tuition is assessed based on the student’s residency status as determined upon admission. ✓ Once health insurance costs and fees have been covered by the award, the cost of tuition, if allowable, should be posted against the account to the greatest extent the terms and conditions or budget will allow. ✓ The full amount of allowable tuition should be processed to the student’s account via Resource Aid Requisition through Accounts Receivable/Student Billing. ✓ 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.
<p>Other Costs</p>	<p>6. Other Charges:</p> <ul style="list-style-type: none"> ✓ The budgets for individual training grants or fellowships may provide funds for other types of costs, including supplies, travel, equipment, etc. ✓ To the extent that are allowable based on the award’s terms and conditions, other costs can be posted to these awards, but only after the full costs of health insurance, fees, and tuition have been charged to the award, as allowable. <ul style="list-style-type: none"> ○ For example, if a general Trainee Allowance is granted, this allowance must first be used to pay for health insurance, then fees, then tuition before it can be used to purchase any supplies. ✓ If the full budget for the award has been consumed by stipend, insurance, fee and tuition costs, the Center/Institute should cover other types of costs with other internal funds, such as Facility & Administration returns.

Facilities & Administrative Costs	7. F&A Funding Levels: ✓ The F&A rate individual training grants and fellowships may vary depending on the award’s terms and conditions. The proposal budget should include indirect costs in accordance with UO policy and procedure and the applicable sponsor requirements.
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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 or individual training grants , 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., fellowship, individual training grant);
 - 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., Full budget was used to cover allowable insurance, fee, tuition and other education-related expenses in the order outlined);
 - Copy of an SPS verification email stating that the individual qualifies as a non-GTF trainee based on the restrictive terms and conditions of the award.
- 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 fellowship or individual training grant, 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. Again, individuals should be appointed as GTFs to the greatest extent possible, and only when specifically prohibited from a GTF appointed by the terms and conditions of the fellowship or individual training grant. These terms and conditions must be first verified by the appropriate Post-Award Sponsored Project Administrator Team in SPS.