

Guidance Purpose and Overview

The University of Oregon (UO) has been awarded multiple sponsored projects with the intent and purpose of doctoral training and education graduate students at the UO. This guidance is for training programs for groups of graduate trainees whose tuition is charged under academic college mechanisms. The group training grants include, but are not limited to:

- National Institutes of Health (NIH) Ruth L. Kirschstein National Research Service Awards (NRSA) Training Grants (also known as T32 grants)
- National Science Foundation (NSF) Integrative Graduate Education and Research Traineeship Program (IGERT)

These programs are intended to develop or enhance research training opportunities for a group of individuals, selected by the institution and not specifically named in the application, who are training for careers in specified areas of study.

Training 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 these group training awards 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 Training Cost Categories

Expenditure (Budget) Category	Charging Guidance
Stipends	 Stipend Funding Levels: ✓ Typically, each training grant is awarded for a set number of trainees and the funding received for stipends is set by the number and type of trainee and the number of years of experience the trainee has upon appointment. ✓ Stipend levels are posted on the sponsor website and included in the program announcement (in general, standard stipend amounts increase annually). Stipend Disbursement and Trainee Appointments: ✓ Stipend budgets are awarded based on the original proposal. ○ For NIH T32 awards, if a trainee has more years of experience than originally anticipated, the stipend MUST be paid at the NIH-determined stipend level. ✓ Trainees should typically be appointed for a full period of 12 months. (The 12 month appointment period does not need to overlap with the grant budget period.)

Printed: 8/23/2012



	4.	out as payroll. Stipend payments must be processed through Accounts Payable (e.g., through a Check Request List) directly to the trainee. Stipend Budgets: ✓ As stipends must be paid in full to trainees, these funds cannot be rebudgeted into other cost categories.
NIH T32 Trainee	5.	Trainee Allowance Funding Levels:
Allowance		 ✓ Every T32 trainee slot includes additional funds, the Trainee Allowance, which can be used to defray the costs incurred by the UO in support of their research and education, including: ○ Health Insurance, ○ Fees, ○ Supplies, ○ Equipment, ○ PI/Staff salaries and fringe, and ○ Travel.
	6	Trainee Allowance Charges (Health Insurance):
		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. ○ Though they 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. ✓ The first cost incurred against the Trainee Allowance shall be trainee health insurance, if the trainee elects to participate in the health insurance program. ○ 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 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 to the units for submission into the module, which is password protected. ○ 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) Trainee Allowance Charges (Fees): ✓ A 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 Trainee Allowance, once



health insurance has posted. The value of fees	is the equivalent
of the value of the negotiated fees benefit for	GTFs. Trainees,
like GTFs, are responsible for remaining balance	e.

✓ Fees should be processed via <u>Resource Aid Requisition</u> through Accounts Receivable/Student Billing.

8. Trainee Allowance Charges (Other):

- ✓ Once all applicable insurance and fees have posted, the Trainee Allowance can be used towards other costs, such as those mentioned above (supplies, travel, PI salary, etc.).
- ✓ If the full Trainee 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 & Administration returns.
- ✓ As trainees 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

9. Allowance Budgets:

✓ Allowance funds can be rebudgeted into other cost categories, but must be used to first cover applicable insurance and fee costs.

NIH T32 Tuition

10. Tuition Funding Levels:

- ✓ On NIH T32, every trainee slot includes funds for tuition up to 60% of UO's tuition costs up to a ceiling amount.
 - The actual ceiling can increase regularly, but is listed on the NRSA website and within the application details.
 - The full amount of allowable tuition should be requested as part of the T32 application.

11. Tuition Charges:

- ✓ 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.
- ✓ 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.

12. Tuition Budgets:

✓ Tuition funds should be used in full to cover allowable costs, therefore all funds awarded should be used to pay tuition costs and <u>cannot</u> be rebudgeted into other cost categories.



NSF Cost of Education Allowance

13. Cost of Education Allowance Funding Levels:

- ✓ Every NSF trainee slot includes a Cost of Education (COE) Allowance, which, like the NIH T32 Training Grants, can be used to defray the costs incurred by the UO in support of their research and education, including:
 - o Health Insurance,
 - o Fees and
 - o Tuition.

14. COE Allowance Charges (Health Insurance):

- ✓ 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
 - Though they 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
- ✓ 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
 - O In order to participate, the administering Center/Institute shall enter their training grant trainees names, ID numbers, and the grant number into the "Training Grant" module in GradWeb (https://gradweb.uoregon.edu/main/main.asp) by the specified deadline(s) by the stated deadline. The Graduate School periodically sends a call for submission into the module, which is password protected.
 - 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)

15. Allowance Charges (Fees):

- ✓ 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. The value of fees is the equivalent of the value of the negotiated fees benefit for GTFs. Trainees, like GTFs, are responsible for remaining balance.
- ✓ Fees should be processed via <u>Resource Aid Requisition</u> through Accounts Receivable/Student Billing.

16. COE Allowance Charges (Tuition):

- ✓ The third cost incurred by the institution in support of trainees is the tuition associated with their enrollment.
- ✓ For NSF-funded awards, tuition should be assessed to the COE Allowance, once health insurance and fees have posted. The cost of tuition is assessed based on the student's residency



	,	
	status as determined upon admission. ✓ Tuition should be processed 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 cost of education allowance has been fully expended in the order described above (health insurance, fees, and then tuition). 17. Allowance Budgets: ✓ Allowance funds can be re-budgeted into other cost categories, but must be used to first cover applicable insurance and fee costs.	
Travel	18. Travel Funding Levels:	
ITAVEI	 ✓ One some training awards, there is an amount awarded per trainee appointment slot for travel related expenses, such as meeting attendance. 19. Travel Charges: 	
	 ✓ Travel charges must be incurred in accordance with UO Travel Policy and sponsor regulations. ✓ Foreign Travel is generally allowable. 	
	20. Travel Budgets:	
	✓ Travel funds can be rebudgeted into other cost categories.	
Facilities & Administrative	21. F&A Funding Levels:	
Costs	 Depending on the funding mechanism, F&A costs are assessed against training awards. 	
	 The F&A rate on a T32 grant is always 8%, regardless of the UO negotiated institutional rate. This 8% is applied to Modified Total Direct Cost (MTDC) base which includes stipends and other trainee related costs and excludes tuition costs. NSF IGERT awards receive full F&A rate recovery but Participant Support costs (Trainee costs) are excluded 	
	from the MTDC base. 22. F&A Charges:	
	✓ F&A costs are automatically posted to the Banner account as other direct costs are incurred.	
	23. F&A Budgets:	
	✓ F&A funds should be used in full and assessed on all eligible expenses.	
	1	



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 group 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., NIH T32, NSF IGERT, etc.);
 - Principal Investigator 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., Cost of Education Allowance or Trainee 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 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. The costs will be offset from other central resources provided to these units, for example, F&A return.

General Notes for Training Grants

- 1. The unit is responsible for covering any costs in excess of those covered by a training grant, with the only exception of tuition overages on group training grants being covered by the Office of the Vice President for Research and Innovation through request to the Graduate School.
- 2. Trainees appointed on a Training Grant cannot be paid less that the stipend level determined by the sponsor. 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

University of Oregon Sponsored Projects Services T32 & IGERT Group Training Grant Charge Guidance



perform as trainees.

- 3. On NIH T32 awards, trainee stipends and tuition are obligated for the full 12-month appointment from the budget period in which the appointment is initiated. Portions of stipends and tuition that extend beyond the budget period are reported as unliquidated obligations.
- 4. In January of 2011, the NIH implemented a new system, xTrain, on eRA Commons, to help manage the appointments of trainees on training grants. PI, trainees and SPS must submit and view all appointments on a training grant, along with the appointment periods and stipend levels via the xTrain technology. xTrain allows PIs to submit Appointment Forms and Termination Forms electronically and route for approvals within the system. If you require assistance with xTrain, please contact your SPS Post-Award SPA Team.
- 5. The Notice of Grant Award will specifically state whether short-term or part-time trainees are allowed. They are usually not allowable, therefore, all trainees must be appointed for a 12 month period, at least.