

## **New & Revised Campus Policies/Procedures on Graduate, Research and Teaching Assistants**

In the policies below, graduate assistants (GA's), teaching assistants (TA's), and research assistants (RA's) receiving graduate assistant tuition waivers, are referred to collectively as "GA's." Only GA's who are degree seeking, employed for a required number of days, meet the registration requirement and hold a 25% to 67% appointment are eligible for tuition waivers. Please note that these policies do not apply to graduate fellows or other university employees whose employment status provides for tuition waivers. These policies are effective September 1, 2007 unless otherwise noted. Grants should be budgeted and charged in accordance with these policies. These policies will be updated annually to reflect current rates.

[Note: The Graduate Employees Organization (GEO) contract only applies to GA's and TA's. However, the campus has determined that policies and benefits agreed to for GA's and TA's will also apply to RA's.]

### **I. Campus Policy on Payment of Graduate Tuition Differentials**

**Policy: Tuition differential amounts cannot be charged to grants unless payment of full tuition, including the differential component, is specifically listed as an allowable cost in the funding announcement or, for privately sponsored grants only, in the supporting budget; i.e. certain training and instruction grants.**

**Appropriate fund sources other than grants may be utilized for departmental payment of students' tuition differential.**

The only allowable fund sources are State, institutional, unrestricted gift and endowment, and practice plan funds.

### **II. Campus Policy on Budgeting for and Recovery of Tuition Remission on Grants**

**Policy: Tuition remission charges will be budgeted on every new and continuing proposal and applied to every sponsored fund on which an assistant's stipend is charged, unless specifically disallowed by the sponsor.**

Effective with the beginning of the Fall 2007 semester (August 27, 2007), the Fiscal Year 2008 tuition remission rate will increase from 37% to 42%. Tuition remission will be calculated as a percentage of salary for all sponsored graduate assistants. The tuition remission amount will continue to be charged to account code 198150 and flow back to units as F&A revenue, meaning it will be split 50/50 between the college and the campus. All other tuition remission practices that are not specifically supported by official University policy are unallowable.

### **III. Campus Policy on Charging Graduate Assistant Fringe Benefits to Grants**

**Policy: The Campus will recover all allowable GA fringe benefit amounts on grants.**

The fringe benefit rate for graduate assistants paid on sponsored funds will increase in FY2008 by an additional 2.30% to 2.33% to recover the cost of campus payment for the health service fee, a \$100 per academic year subsidy of the Campus Care health insurance premium, and vision and dental insurance coverage.

Fringe benefit rates are subject to annual review and approval by the federal Office of Naval Research, the University's cognizant agency.

### **IV. Campus Policy on Maximum Compensation Charges on Grants**

**Policy: Individual units are required to ensure that all charges to grant funds do not exceed any limitations on allowable costs. If total compensation earned by a graduate assistant (defined as stipend, fringe benefits, and tuition remission) exceeds the maximum charges permitted on grants, other allowable fund sources must be utilized to fund the difference. The only other allowable fund sources are State, institutional, unrestricted gift and endowment, and practice plan funds.**

Charges allowable on grants are not the same as total compensation to graduate assistants. There are no sponsored agreement maximums that a graduate assistant can earn, just a maximum amount that can be charged to grants.

UIC receives substantial NIH funding. If a graduate assistant is charged to one or more NIH grants, the maximums below apply to all grant charges. **If no NIH grant funds are involved, the maximums below do not apply.**

- The maximum amount that NIH allows to be charged for the support of a graduate student employed on a research grant or a cooperative agreement is tied to the zero level National Research Service Award (NRSA) stipend in effect *at the time of the grant award*. This amount includes stipend, fringe benefits, and tuition remission. Currently the annual maximum is \$36,996.
- The \$36,996 maximum is an annual cap, not a rate. It *is not* reduced based on percent appointment. For example, the maximum for a 12 month, 25% appointment is \$36,996 and the maximum for a 12 month, 67% appointment is also \$36,996.
- \$36,996 represents a 12-month maximum. Compensation charges must reflect the number of months actually devoted to the NIH-funded and other grants. Therefore, the \$36,996 maximum is adjusted for budget periods that are less than 12-months. For example, the 9 month maximum is \$27,747 (monthly rate of \$3,083 X 9).
- Based on a \$36,996 maximum for 12 months, the maximum monthly stipend that can be charged to NIH grants and all other grants without going over the total compensation maximum is \$2,136. The table below shows the maximum monthly stipend that can be charged to all grants for a graduate assistant working on one or more NIH and other grants. The table takes into account a 42.00% tuition remission rate and a 2.33% fringe benefit rate :

<b>Maximum Monthly Charges to Grants for GAs Working on One or More NIH-Funded Programs</b>				
<b>Months</b>	<b>Maximum Stipend Charge</b>	<b>42% Tuition Remission</b>	<b>2.33% Fringe Benefits</b>	<b>Total Allowable Mo. Charges to Grants Based on NIH Max.</b>
<b>1</b>	\$2,136	\$897	\$50	\$3,083
<b>2</b>	\$4,272	\$1,794	\$100	\$6,166
<b>3</b>	\$6,408	\$2,691	\$149	\$9,249
<b>4</b>	\$8,544	\$3,589	\$199	\$12,332
<b>5</b>	\$10,680	\$4,486	\$249	\$15,415
<b>6</b>	\$12,816	\$5,383	\$299	\$18,498
<b>7</b>	\$14,953	\$6,280	\$348	\$21,581
<b>8</b>	\$17,089	\$7,177	\$398	\$24,664
<b>9</b>	\$19,225	\$8,074	\$448	\$27,747
<b>10</b>	\$21,361	\$8,972	\$498	\$30,830
<b>11</b>	\$23,497	\$9,869	\$547	\$33,913
<b>12</b>	\$25,633	\$10,766	\$597	\$36,996

- Additional information regarding the NIH maximum (including historical maximums) can be found here:

<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-02-017.html>  
<http://grants.nih.gov/training/nrsa.htm>