Understanding Graduate Student and Postdoctoral Appointments for Sponsored Projects

# Course Introduction

Glossary Terms

Glossary terms are identified in this course by black underlined text that displays the term definition when your cursor hovers over the term. These glossary terms will be described in this document following the paragraph they are referenced in.

## Learning Objectives

Welcome to the Navigate: Understanding Graduate Student and Postdoctoral Appointments on Sponsored Projects eLearning module. After completing this module, you will have acquired the knowledge described in these learning objectives.

1. Identify aspects of graduate student and postdoctoral appointments relevant for research administrators, which we will abbreviate to RA.
2. Identify basic budgeting principles and best practices for graduate students and postdoctoral appointments.
3. Describe the support that Rackham provides for budgeting and managing graduate student expenses.
4. Have working knowledge and understanding of graduate student and postdoctoral compensation and benefits relevant to RAs.

Now let's get started!

# Overview of Graduate Students and Postdoctoral Requirements

### What is a Graduate Student Research Assistant?

A graduate student research assistant abbreviated to (GSA) or a graduate student assistant abbreviated to (GSA), is an appointment that provides a graduate student an opportunity to perform personal research (including thesis or dissertation preparation) or assist others performing research that is relevant to their academic goals.

One important GSRA eligibility requirement is that the student must be in good academic standing in a U-M graduate degree program.

**Important to know.** Consult with your school/department/unit for a clear definition of what they consider to be "in good standing".

### What is a Graduate Student Instructor?

A Graduate Student Instructor abbreviated to (GSI), is an appointment that offers a graduate student an opportunity to assist a primary instructor for a particular course.

The GSI is covered by a contractual agreement between the Regents of the University of Michigan and the [Graduate Employees Organization/American Federation of Teachers, AFL-CIO Local 3550](#141123_3) (https://maizepages.umich.edu/organization/GEOOG).

### Graduate Student Appointment Requirements

The following are specific appointment requirements that apply to graduate students:

* A graduate student must have at least a 25 percent appointment in order to receive tuition and health benefits.
* Their appointment is typically capped at 50 percent, which is considered a full-time appointment for a graduate student. This cap is put in place to allow time for the student to complete their required course work and/or dissertation research.
* Their appointment could comprise a combination of roles. For example: 30 percent GSRA and 20 percent GSI.

### Budget Planning Considerations

As an RA, you may need to be aware of the following budget considerations during the budget planning process for GSRAs.

* When meeting with a faculty member to forecast both their research finances and support for their student(s), decisions may be made regarding whether support on a research project for a GSRA is available.
* If the project a GSRA is currently working on does not have sufficient support to appoint the GSRA for a term, you may discuss GSI appointments with the faculty member.
* Many times, faculty want their GSRAs to have at least one term of GSI support. This allows the graduate student to receive teaching experience.

### What is a Postdoctoral Appointment?

Postdoctoral appointments are considered training positions typically obtained within six years of receiving a terminal degree such as a PhD.

You may hear Postdoctoral appointments referred to as Postdoc, Postdoc fellow or research fellow.

Postdocs include recent U-M GSRAs that are transitioning to a new training position or are a new hire to the university as a trainee in a specific research position.

Many faculty use the knowledge and expertise of a Postdoc to advance their research portfolios.

Postdoc appointments offer faculty-enriched robust research based on their past research work when working on an advanced degree.

### Postdoc Compensation

The compensation for Postdocs varies among the different schools/units/departments so always check with your department regarding minimum Postdoc salaries.

As we go through this eLearning module, we will cover this in more detail.

Note that some departments use the National Institutes of Health (NIH) postdoc minimums based on the length of after receiving a terminal degree. You can visit the [National Institutes of Health (NIH)](https://www.nih.gov/) (https://www.nih.gov/) website for more information.

## Now Let’s Test Your Knowledge

The quiz questions in this course are not scored.

Multiple Choice: Which of these statements is true of a GSRA?

1. May be engaged in personal research, including thesis and dissertation preparation.
2. Must be in good academic standing
3. May assist other performing research that is relevant to their academic goals.
4. All of the above.

The correct answer is All of the above.

True or False: If the project a GSRA is working on does not have sufficient support to appoint them for a term, you may discuss GSI appointments with the faculty member.

The correct answer is True.

# Working with Rackham

The Rackham Graduate School oversees a number of graduate student activities.

* Graduate education policy and management
* Admissions and graduation from U-M graduate programs

For more information, visit the [Rackham Graduate School](https://rackham.umich.edu/) website (<https://rackham.umich.edu>).

### Rackham Graduate School Funding

* Rackham offers cost-sharing for training-centric student awards.
	+ While most are managed by Rackham and/or departmental administrators, some may fall within the purview of RAs, including [the Rackham Graduate Student Research Grant](https://umich.authr.it/preview/index_singlePage.cfm?pageID=15879&courseID=100504&hideNav=true#141182_1) (https://rackham.umich.edu/funding/funding-types/rackham-graduate-student-research-grant).
* Stand-alone Rackham awards/fellowships are managed as you would other internal awards, such as awards from the [Michigan Institute for Clinical and Health Research (MICHR)](https://umich.authr.it/preview/index_singlePage.cfm?pageID=15879&courseID=100504&hideNav=true#143003_1) (<https://michr.umich.edu>) and the [University of Michigan Office of Research (](https://umich.authr.it/preview/index_singlePage.cfm?pageID=15879&courseID=100504&hideNav=true#143003_3)[UMOR](https://umich.authr.it/preview/index_singlePage.cfm?pageID=15879&courseID=100504&hideNav=true#143003_2)[)](https://umich.authr.it/preview/index_singlePage.cfm?pageID=15879&courseID=100504&hideNav=true#143003_3) (https://www.research.umich.edu/research-u-m/office-research).

Agreements vary among the schools/departments/units.

### Rackham Agreements

Rackham has agreements in place that provide support to offset the additional costs needed for graduate students on an award. This additional support may be necessary when a sponsor may not have the funds available to cover a graduate student's full costs.

**National Institutes of Health**

NIH training grants may not have the necessary budget to cover the full cost of stipends, tuition and benefits for graduate students.

**National Science Foundation**

National Science Foundation abbreviated to (NSF) Graduate Research Fellowship Programs abbreviated to (GRFP) grants may not have the funds available to cover the full cost of stipends ($34,000 per year), tuition, and benefits for graduate students ($12,000 “cost of education” per year).

### Training Grant Scenarios – Pre-Award

The following are typical funding percentages that departments and Rackham provide.

**Department**

* Departments may provide 50 percent of the funds needed to cover any overages anticipated in training proposals.
* Confirm with your local department as to the level of support they provide to cover these types of budget deficits.

**Rackham**

* Rackham may cover the other 50 percent of any overages incurred.
* If a proposal will include Rackham support, contact [rackham.budget@umich.edu](#143024_1) first to confirm Rackham’s participation and the required other commitment verbiage for the ‘UM Other Commitment Details’ section on the Proposal Approval Form (PAF).

**Training Grant – Post-Award Budget Deficit**

* Training and fellowship awards typically run a deficit as there is not enough budget provided to handle all the expenses for the GSRA.
* Departments may allow the deficit to run for the budget period and then do a ‘clean-up’ to return the project to a net zero balance before the start of the next budget period.

Note: Always check with your department for specific guidance on how to manage these types of deficits.

### Processing post-award cost share on a training grant/fellowship

Processing post-award cost share on a training grant/fellowship requires actions on your part. The following are some key steps you may need to take to resolve a budget deficit. You can perform these steps on an annual basis, or at the end of the project. We recommend the former. Check with your Sponsored Programs representative for their recommended method/schedule.

**Requesting Rackham Funds**

To resolve a budget deficit, you will need to complete an expenses worksheet that will require financial information from the preceding project/budget period.

* To receive a copy of this worksheet contact [rackham.budget@umich.edu](https://umich.authr.it/preview/index_singlePage.cfm?pageID=16153&courseID=100504&hideNav=true#143532_1).
* The worksheet determines how much cost-share Rackham will transfer to your unit, which is usually based on the commitment Rackham indicated on the PAF.
* These funds should be transferred to a departmental shortcode.

**Resolving the Overdraft**

To resolve the overdraft on your sponsored project training/fellowship shortcode, do one of the following:

* Transfer the deficit amount to a cost-share chartfield on your sponsored PG and use the shortcode where Rackham funds were moved to fund this cost-share, or
* Transfer the overages on a term-by-term basis. The healthy balance created by a Rackham cost-share transfer is needed to support the costs of the graduate student for the upcoming term(s).

## Now Let’s Test Your Knowledge

The quiz questions in this course are not scored.

True or False: Training and fellowship awards typically run a deficit as there is not enough budget provided to handle all the expenses for the GSRA.

The answer is True.

True or False: Rackham has agreements in place that provide support to offset the additional costs needed to support graduate students on an award.

The answer is True.

# Salary versus Stipend

### Salary

* All GSRAs and some Postdocs are provided a salary. This salary is compensation for work performed, which creates an employment relationship with the university.
* This employment relationship is significant for a couple of reasons. One of the most important reasons is that a graduate student may generate intellectual property (IP) in their paid research work.

**Glossary Term:** The definition for intellectual property is any work or invention, such as a manuscript or a design, to which the creator/inventor has rights and for which one may apply for a patent, copyright, trademark, etc. Refer to the U-M Standard Practice Guide number 303.04 for the university's policy on ownership of intellectual property. The university typically considers the salaried student to be an employee inventor, and consequently U-M will own the Intellectual property rights.

For more information, go to [Intellectual Property Overview: FAQ’s and Resources](https://innovation.medicine.umich.edu/intellectual-property-overview-faqs-and-resources/) ([https://innovation.medicine.umich.edu/intellectual-property-overview-faqs-and-resources](https://innovation.medicine.umich.edu/intellectual-property-overview-faqs-and-resources/)).

### Salary continued

* Salary at U-M is calculated as a percentage of an individual’s FULL TIME EFFORT.
	+ A person committing 100percent of his or her time to their work will receive an annual 100 percent FULL TIME EFFORT rate for compensation.
* Salaries are typically:
	+ Processed through the university's HR system.
		- Payroll taxes are automatically deducted depending on the number of allowances one chooses.
	+ Allowable on sponsored projects and not as restricted as stipends with the exception of administrative salaries.

### Salary Compensation Scenarios

A graduate student may be compensated for activities while on the project. The following are examples:

* Performing experiments in a PI’s lab.
* Contributing on a publication.
* Performing data analysis.

### What is a Stipend?

* A stipend, unlike a salary, is a financial compensation provided to a student to support their living expenses as a trainee or a learner.
* A graduate student receiving a stipend is not performing a job but rather working on completing their course work, their dissertation or other types of training activities. This is different than a GSRA or a Postdoc working in a PI’s lab.

### Processing a Stipend

* Stipends are processed through U-M’s student financials systems, not the HR system*.*
	+ Your department may need to create a financial aid item type (FAIT) to disburse stipend payments.

**Glossary Term:** A Financial Aid Item Type or FAIT, is a 12-digit number that uniquely identifies financial transactions or events by associating them with specific information in M-Pathways. FAITs are a category of Item Types setup to identify funds awarded as financial aid. Source: ITS Documentation.

* U-M does not automatically deduct taxes, so it is up to the student receiving a stipend to calculate and pay the appropriate amount of taxes.
* Students appointed to an NIH training grant or F30 grants, or an NSF Graduate Research Fellowship, are examples of individuals who receive a stipend.

**Glossary Term:** An F30 grant is a Pathway to Independence Award to support both an initial mentored research experience (K99) followed by independent research (R00) for highly qualified, postdoctoral researchers, to secure an independent research position. Award recipients are expected to compete successfully for independent R01 support during the R00 phase. The source of this information can be found at (https://researchtraining.nih.gov/programs/research-education).

### Stipend Budgeting and Charging to Federal Projects

There are restrictions on when stipends are permitted on federal projects. The following are two examples.

**For NIH proposals and projects**

Allowable on a specific set of funding mechanisms, particularly Fellowship (F) and Training (T) grants.

Not allowable on most other NIH funding mechanisms unless the Funding Opportunity Announcement (FOA) you are responding to explicitly allows it, or if your submitted and approved budget includes stipends.

**Glossary term:** A Funding Opportunity Announcement (FOA) is typically for federal funding opportunities that can be selected in the eResearch Proposal Management System abbreviated to (eRPM) as a way to retrieve needed information for submissions. The source of this information is the ORSP website A-Z Index and Glossary

**For NSF Fellowship awards**

SF Fellowship awards and participant support costs are typically the only NSF projects allowing stipends to be charged to the project.

Important Note:

If a stipend is indicated on a specific section of the SF-424 budget form, the compensation should not be included as salary on the budget form.

**Glossary Term SF-424:**

An SF-424 form, or "Standard Form 424," is the application packet used by federal agencies for grant submissions. Most standard information (DUNS, EIN, FWA numbers, etc.) is pre-populated in the required SF-424 forms when completing the application in eRPM.

The source of this information is ORSP Route and Submit FAQs (https://orsp.umich.edu/route-submit-proposal).

### Stipend Budgeting and Charging to Federal Projects

There are restrictions on when stipends are permitted on federal projects and described in the following examples for NIH and NSF.

**For NIH proposals and projects**

Allowable on a specific set of funding mechanisms, particularly Fellowship (F) and Training (T) grants.

Not allowable on most other NIH funding mechanisms unless the Funding Opportunity Announcement (FOA) you are responding to explicitly allows it, or if
your submitted and approved budget includes stipends.

**For NSF Fellowship awards**

NSF Fellowship awards and participant support costs are typically the only NSF projects allowing stipends to be charged to the project.

Note: If a stipend is indicated on a specific section of the SF-424 budget form then the compensation should not be included as salary on the budget form.

### Stipend Budgeting and Charging to Non-FederalProjects

For non-federal sponsors there may be more flexibility allowed with regard to paying an individual a salary or a stipend.

As the RA, you should review the FOA and award documents to determine what type of payment method should be used when charging personnel expenses to a sponsored project.

### Budgeting GSRA Salaries

The ORSP website has minimum recommended levels for GSRA salaries.

* Salary levels can be set higher, based on the policies of individual schools and colleges.
	+ Always verify the rate with your local unit.
* Certain sponsors have limits and requirements, so follow the guidelines in the solicitation.

For more information, see the ORSP website[Graduate Student Research Assistant (GSRA) Cost Estimates](https://umich.authr.it/preview/index_singlePage.cfm?pageID=18049&courseID=100504&hideNav=true#160491_1) (<https://orsp.umich.edu/develop-proposal/budget-and-cost-resources/graduate-student-research-assistant-gsra-cost-estimates>).

### Calculating GSRA Salaries – Campuses

* Use the salary rates listed on the ORSP website or contact your unit, school, or college for the rate. The following are examples of calculating GSRA salaries for the campuses.
	+ If full time on the proposal effort is listed as .50 FULL TIME EFFORT
* Salary Recovery equals the full-time rate salary rate times .50 FULL TIME EFFORT
	+ If spending less than .50 FULL TIME EFFORT on the project
	+ .30 FULL TIME EFFORT times the Salary Rate

### Calculating GSRA Salaries - Medical School

Use the salary rates listed on the ORSP website or contact your unit, school, or college for the rate. The following are examples of calculating GSRA salaries for the Medical School.

* If spending 100 percent effort of 50 percent full time effort on the project, effort is listed at 100 percent
	+ Salary Recovery equals Annual Salary Rate times 100 percent effort
* If spending less than 50 percent Full Time Effort on project
	+ Percentage Effort equals Dedicated Full Time Effort / 50 percent Full Time Effort
	+ For example: If spending 30 percent Full Time Effort on the project by 50 percent appointment Full Time Effort, it would equal 60 percent effort on the project
	+ Salary Recovery equals Annual Salary Rate times 60 percent effort

## Now Let’s Test Your Knowledge

The quiz questions in this course are not scored.

True or False: The university does not own the intellectual rights from a student's paid research work.

The answer is False.

True or False: Stipends are restricted on NIH proposals and projects in all circumstances.

The answer is False.

# Benefits

### Benefits Covered for GSRAs and GSIs

The following is a list of benefits that are covered:

* Summer insurance coverage
* Sick pay that is not to exceed three weeks in a consecutive twelve-month period.
* Tuition waivers
* Group health and life insurance
* Travel accident insurance
* Dental insurance
* Leave of absence without salary abbreviated as (FMLA)
* Vacation time with approval from direct supervisor or mentor

### Other Benefits

In addition to the standard benefits we just described, next we with list other types of benefits that are covered.

* A graduate student responding to a subpoena may serve on jury duty or as a witness without loss of compensation.
* Graduate students have use of the Credit Union, the University Club, and have Instructional staff library privileges.
* In the event of a death in the family, a graduate student is eligible for bereavement pay.

### Budget Considerations

GSRA benefits are provided in the spring or summer semester and are “front loaded.”

* Front loaded means that a benefit package is paid for in the month of May for the entire spring or summer semester (through August).
* The graduate student's spring or summer benefits are charged to the project they were appointed to for the fall or winter terms.

Note: Some exceptions may apply. Always check with your school/department/unit to verify if there are exceptions.

### GSRA Budgeting Scenario

In the following scenario, Roger Jones is the PI. He asks the GSRA in his lab, Maria Diaz, to be a full-time GSI for the Fall and Winter terms. Answer the following questions.

Are there any savings to the sponsored project?

Answer: Yes. There would be a considerable savings equal to or greater than 1,000 dollars and it would help you as the RA in post-award budget forecasting.

Would the shortcode used to cover the GSI stipend for Fall and Winter terms also be charged for the Spring/Summer benefits?

Answer: Yes. The shortcode used to cover the GSI stipend for Fall and Winter terms will also be charged in the month of May for the Spring/Summer benefits even if the student is appointed as a GSRA on a sponsored project.

## Now Let’s Test Your Knowledge

The quiz questions in this course are not scored.

Multiple Choices: Which of the following benefits is not covered?

* Dental insurance
* Leave of absence without salary (FMLA)
* Legal services provided by a U-M approved provider
* Benefits for a graduate student’s dependents

The answer is Legal services provided by a U-M approved provider

True or False: Front loaded means that a benefit package is paid for in the month of September for the entire Fall/Winter semester (through December).

The answer is False.

# Tuition

### What Is a Tuition Waiver?

* A tuition waiver is part of the typical GSRA compensation package and included as part of their fringe benefits. GSRAs who hold at least a 25 percent appointment for an academic term are eligible for this benefit.
* In the term a GSRA completes all of their PhD program requirements, eligibility is based on them holding a 25 percent or greater fraction of effort. This effort must be effective at the start of the academic term through either the date of final defense, or for a two-month period, whichever is longer.

Note: All questions regarding the taxability of tuition waivers under provisions of the Internal Revenue code should be directed to the [Internal Revenue Service](file:///C%3A%5CUsers%5Clcodding%5CDownloads%5Cirs.gov) ([www.irs.gov](http://www.irs.gov)).

### Charging for Tuition Waivers

As the RA, you will want to understand how a waiver is charged and that it may vary across campuses. The course page has a series of tabs that describe different scenarios for charging for tuition.

**Tuition rates vary depending on the campus**

* The Ann Arbor campus uses an “average” tuition rate.
* The Dearborn and Flint campuses use the actual in-state tuition rate.

Note: Current average GSRA Tuition Rates are available on the [Office of Research and Sponsored Programs (ORSP) website](https://orsp.umich.edu/develop-proposal/budget-and-cost-resources/graduate-student-research-assistant-gsra-cost-estimates) (<https://orsp.umich.edu/develop-proposal/budget-and-cost-resources/graduate-student-research-assistant-gsra-cost-estimates>.)

**Cost of tuition is charged to the chartfields**

The cost of tuition is charged to the chartfields to which the graduate student is appointed for that term and in proportion to the effort percent that the student is appointed to that chartfield.

**Associated fees and activity expenses**

Associated fees and activity expenses are typically not allowed on sponsored projects and not charged to externally funded shortcodes.

If these fees are charged to your externally sponsored project shortcode, they will need to be moved off.

* Tuition overages and/or overdrafts
* Tuition overages and/or overdrafts are managed on a department by department basis.
* Check with your local finance and/or Grants Office for guidance on how to resolve overages and overdrafts caused by tuition waiver expenses.

**Students Enrolled at Flint or Dearborn Campuses**

Because Flint and Dearborn campuses use student administration systems that do not have an interface with M-Pathways financial systems, check with the RA contact at each campus to determine how waivers as well as the associated costs are processed. Each campus has its own tuition rates and process for handling the out-of-state differential in addition to the actual tuition charges.

### Budgeting Tuition Costs

* Incorporate tuition costs when including a graduate student in a proposal budget.
* Typically tuition is budgeted for two terms and includes yearly increases based on school recommendation.
* The tuition cost is prorated in proportion to the effort percent that the GSRA will commit to the project.

This course page has a single flip box with the following question and answer.

A graduate student will commit 40 percent of their effort to an NIH proposal and 10 percent to a GSRA appointment. What percent of their tuition costs would be budgeted for in the NIH proposal?

Answer: Eighty percent of their tuition costs would be budgeted for in the NIH proposal.

### Budgeting Tuition Costs (continued)

* Tuition can be discussed as part of the typical U-M graduate student compensation package when writing the budget justification.
	+ But tuition should not be included when calculating the fringe benefit (FB) rate, such as for health insurance or retirement, for all personnel on the proposal.
* When filling out the SF-424 form for NIH applications, tuition expenses should be included in the ‘other direct costs’ section, rather than the participants/trainee section, unless specifically instructed by the solicitation you are responding to.

### Budgeting Scenarios

This course page has three flip boxes, each with a scenario, question, and answer.

* Scenario 1: A graduate student has twenty five percent of their effort appointed to a project. What percent of the tuition costs will be charged to the project for that term?
	+ Answer: Fifty percent of the tuition costs for that term will be charged to the project.
* Scenario 2: A graduate student has fifty percent of their effort appointed to a project. What percent of their tuition will be charged to the project?
	+ Answer: One hundred percent of the student’s tuition will be charged to the project.
* Scenario 3: For the purpose of budgeting and post-award management, a fifty percent appointment would equal what percent of the tuition expenses?
	+ Answer: A fifty percent appointment would equal one hundred percent of tuition expenses for that student being charged to the project they are appointed.
	A (50 to 100) ratio is in place because grad students cannot be appointed as GSRAs on any project for more than fifty percent effort.

### Types of Tuition Rates

* Resident versus non-resident students
* Pre-candidate versus candidate
* Sponsored versus non-sponsored funds
	+ Federally sponsored projects are typically charged fifty percent less than the actual full cost of tuition.

For more information, go to the [Office of Registrar - Tuition and Fees](https://umich.authr.it/preview/index_singlePage.cfm?pageID=15919&courseID=100504&hideNav=true#141416_1) (https://ro.umich.edu/tuition-residency/tuition-fees).

### Pre-Candidate vs. Candidate Definitions

This course page has the following two definition in a table format.

* Pre-Candidate Definition: The graduate student is still taking courses and gaining familiarity and expertise in their chosen field.
* Candidate Definition: A graduate student has completed all of their course work and has passed their preliminary qualifying exams for the doctoral degree. They have chosen a narrower focus and are working on completing their dissertation.

### Pre-Candidate vs. Candidate Tuition Rates

* There is a substantial difference in tuition rates between pre-candidate and candidate students that can affect project budgets and balances. Typically, candidate tuition is lower.
* RAs should be aware of where graduate students are on their graduate track when planning budgets and managing post-award aspects of a project.

For more details on specific departmental tuition rates for candidates vs. non-candidates refer to the [U-M Office of the Registrar Tuition and Fees](file:///C%3A%5CUsers%5Clcodding%5CDownloads%5CU-M%20Office%20of%20the%20Registrar%20Tuition%20and%20Fees) (https://ro.umich.edu/tuition-residency/tuition-fees).

Note: Consult with your departmental graduate student coordinator and/or departmental manager for more details and/or specific guidance.

### Managing Post-Award Tuition Costs

* Tuition expenses are typically charged shortly before or after the start of each term.
	+ The RA should verify that the tuition expenses that hit are consistent with the expected rate/amount for the student appointed to the project.
* Any needed corrections to tuition charges on a project should be coordinated with the Office of the Registrar or your departmental student services office.
* If a GSRA appointment on a project will be modified during a term, the tuition should also automatically be corrected.
	+ The RA should monitor this to ensure that the correction occurs.

### Post-Award Tuition Costs Scenarios

This course page has two flip boxes, each with a scenario, question, and answer.

* If a graduate student’s effort appointment on a project could be reduced to 10 percent from 50 percent (but their overall appointment for the term will stay at fifty percent), would the tuition charge to your project also correct?
	+ Answer: Yes. If the anticipated reduction does not occur, tuition charged to your project should also correct (be reduced from one hundred percent to twenty percent). If this correction does not occur, contact the Office of the Registrar of your local student services office for assistance.
* If a graduate student’s source of support is expected to shift during a term (for example, three months on one project, then one month on another), then how is the tuition charged?
	+ Answer: The tuition cost should charge proportionately to the two shortcodes. If it does not, contact the Office of the Registrar or your student services office for assistance in correcting the charged expense.

Note: Other units and/or funding mechanisms may have different ways of managing this tuition differential.

## Now Let’s Test Your Knowledge

The quiz questions in this course are not scored.

True or False: Tuition expenses are typically charged shortly before or after the start of each term.

The answer is True.

True of False: Typically tuition is budgeted for one term and includes yearly increases based on school recommendation.

The answer is False.

# Conclusion

### Resources

A GSRA and Postdoc Appointments Resource Guide is included in the Appendix beginning on page 19 of this document.

In addition you can visit the Navigate Training portal at [Navigate Trainings and Workshop](https://umich.authr.it/preview/index_singlePage.cfm?pageID=16299&courseID=100504&hideNav=true#144220_1) portal (<https://orsp.umich.edu/training-workshops>) for information on all of the resources listed below:

* eLearning Modules
* Webinars
* Research Administrator Competencies and Resources
* Video Resources

# Conclusion

### Course Completion and Appendix

Congratulations! You have completed the Navigate Graduate Students and Postdoctoral Appointments for Sponsored Projectscourse.

If you would like to have your course completion recorded in My LINC, please send an email to research-navigate@umich.edu with the subject line: Graduate Students and Postdoctoral Appointments: Course Completed.

## GSRA and Postdoctoral Appointments Resource Guide

This section has links to websites with information related to graduate student and postdoctoral appointments.

### GSRAs / GSIs / Postdoctoral

[Graduate Student Appointment Information](https://hr.umich.edu/working-u-m/my-employment/academic-human-resources/graduate-student) (https://hr.umich.edu/working-u-m/my-employment/academic-human-resources/graduate-student)

Covers appointment information for graduate student research assistants, graduate student assistants, graduate student instructors, and graduate student staff assistants.

[Postdoctoral Fellows Information](https://rackham.umich.edu/postdoctoral-fellows/) (https://rackham.umich.edu/postdoctoral-fellows/)

Resources from Rackham and campus partners related to core skills that students should develop during their graduate-school experience.

[Postdoctoral Research Fellows (Standard Practice Guidelines 201.19)](https://spg.umich.edu/policy/201.19) (https://spg.umich.edu/policy/201.19)

This university policy covers the regulations and procedures for the appointment of research fellows.

[Rackham Graduate Program - Funding Opportunities](https://rackham.umich.edu/funding/) (https://rackham.umich.edu/funding/)

Provides sources of financial assistance to help students meet educational and living expenses.

[U-M Libraries - Funding for Graduate Students](https://guides.lib.umich.edu/c.php?g=401592&p=3055555) (https://guides.lib.umich.edu/c.php?g=401592&p=3055555)

A source guide to find scholarships, fellowships, and research grants to fund U-M student education (undergraduate and graduate students).

[U-M Engineering Scholarships & Fellowships - Graduate Students](https://scholarships.engin.umich.edu/graduate/) (https://scholarships.engin.umich.edu/graduate/)

University of Michigan College of Engineering website with internal and external funding resources for new and current graduate students.

[U-M Office of Financial Aid - Graduate Students](https://finaid.umich.edu/graduate-students/) (https://finaid.umich.edu/graduate-students/)

Financial aid information for graduate students.

[International Center – Funding Resources for U-M Graduate Internship and Research](https://internationalcenter.umich.edu/abroad/swt/work/funding-graduate) (https://internationalcenter.umich.edu/abroad/swt/work/funding-graduate)

Provides resources and a list of opportunities for graduate student funding for abroad as well as other important resources.

[NIH - Graduate Student Individual Fellowships Opportunities](https://researchtraining.nih.gov/programs/fellowships) (https://researchtraining.nih.gov/programs/fellowships)

National Institutes of Health Research Training and Career Development search page for individual fellowship opportunities.

[NIH - Institutional Training Grant Information](https://researchtraining.nih.gov/programs/training-grants?CFID=75232317&CFTOKEN=7cbb996726674348-62AB78C1-AEA9-4D8B-8510609CE42925A0) (https://researchtraining.nih.gov/programs/training-grants?CFID=75232317&CFTOKEN=7cbb996726674348-62AB78C1-AEA9-4D8B-8510609CE42925A0)

NIH Research Training and Career Development search page for Institutional Training Grants.

[NSF - Graduate Student Funding Opportunities](https://www.nsf.gov/funding/funding_results.jsp?nsfOrgs=allorg&pubStatus=ACTIVE&queryText=Graduate+student&search=) (https://www.nsf.gov/funding/funding\_results.jsp?nsfOrgs=allorg&pubStatus=ACTIVE&queryText=Graduate+student&search=)

National Science Foundation website listing graduate student internship, training, and education funding opportunities.

### Working with Rackham

[Cost Sharing by Rackham](https://rackham.umich.edu/funding/funding-types/cost-sharing-by-rackham/) (https://rackham.umich.edu/funding/funding-types/cost-sharing-by-rackham/)

Information for graduate students on cost sharing to supplement graduate student support (stipend, tuition, GradCare, dental insurance and/or summer support) that is covered by an external sponsor.

[Rackham - Finances](https://rackham.umich.edu/rackham-life/finances/) (https://rackham.umich.edu/rackham-life/finances/)

Provides a list of links to resources to assist students with their financial aid and the financial management of their fellowships and internships.

[Rackham Office Directory](https://rackham.umich.edu/about/directory/) (https://rackham.umich.edu/about/directory/)

Lists Rackham’s contact information for administrative staff, departments, student organizations, and affiliations.

### Benefits

[GSRA Human Resources](https://hr.umich.edu/working-u-m/my-employment/academic-human-resources/graduate-student) (https://hr.umich.edu/working-u-m/my-employment/academic-human-resources/graduate-student)

Covers appointment information for GSRAs, GSAs, GSIs, and Graduate Student Staff Assistants.

[U-M Benefits Office](https://hr.umich.edu/about-uhr/service-areas-offices/benefits-office) (<https://hr.umich.edu/about-uhr/service-areas-offices/benefits-office>) or Phone (734) 615-2000

For questions concerning benefits costs for GSRA to be factored into proposal budgets.

[U-M Student Financial Services](http://www.finance.umich.edu/finops/student) (<http://www.finance.umich.edu/finops/student>) or Phone (734) 764-7447

For questions concerning the application of tuition waivers to specific student accounts and the generation of waiver charges to other accounts or funding sources.

### Tuition and Other Costs

[Office of the Registrar - Tuition & Fees](https://ro.umich.edu/tuition-residency/tuition-fees) (https://ro.umich.edu/tuition-residency/tuition-fees)

Describes what tuition and fees apply regardless of the method of instruction, including remote instruction and alternative formats for any part of the academic year.

[Graduate Student Research Assistant Cost Estimates](https://orsp.umich.edu/develop-proposal/budget-and-cost-resources/graduate-student-research-assistant-gsra-cost-estimates) (https://orsp.umich.edu/develop-proposal/budget-and-cost-resources/graduate-student-research-assistant-gsra-cost-estimates)

The Office of Research and Sponsored Projects web page with information on GSRA costs for s[alaries](https://orsp.umich.edu/develop-proposal/budget-and-cost-resources/graduate-student-research-assistant-gsra-cost-estimates#stipend), tuition (average), and health benefits and GradCare.

[Graduate Student Assistant Tuition Waivers](http://www.finance.umich.edu/finops/student/gsa) (http://www.finance.umich.edu/finops/student/gsa)

Resource page for information on tuition waivers for graduate student assistants.