

# GRADUATE STUDENT RESEARCHER FEE REMISSION

Updated July 3, 2024

## Background

Graduate Student Researchers (GSRs) assist faculty members with scholarly research and often receive compensation for their efforts. In order to qualify for salary compensation as a GSR, the individual must:

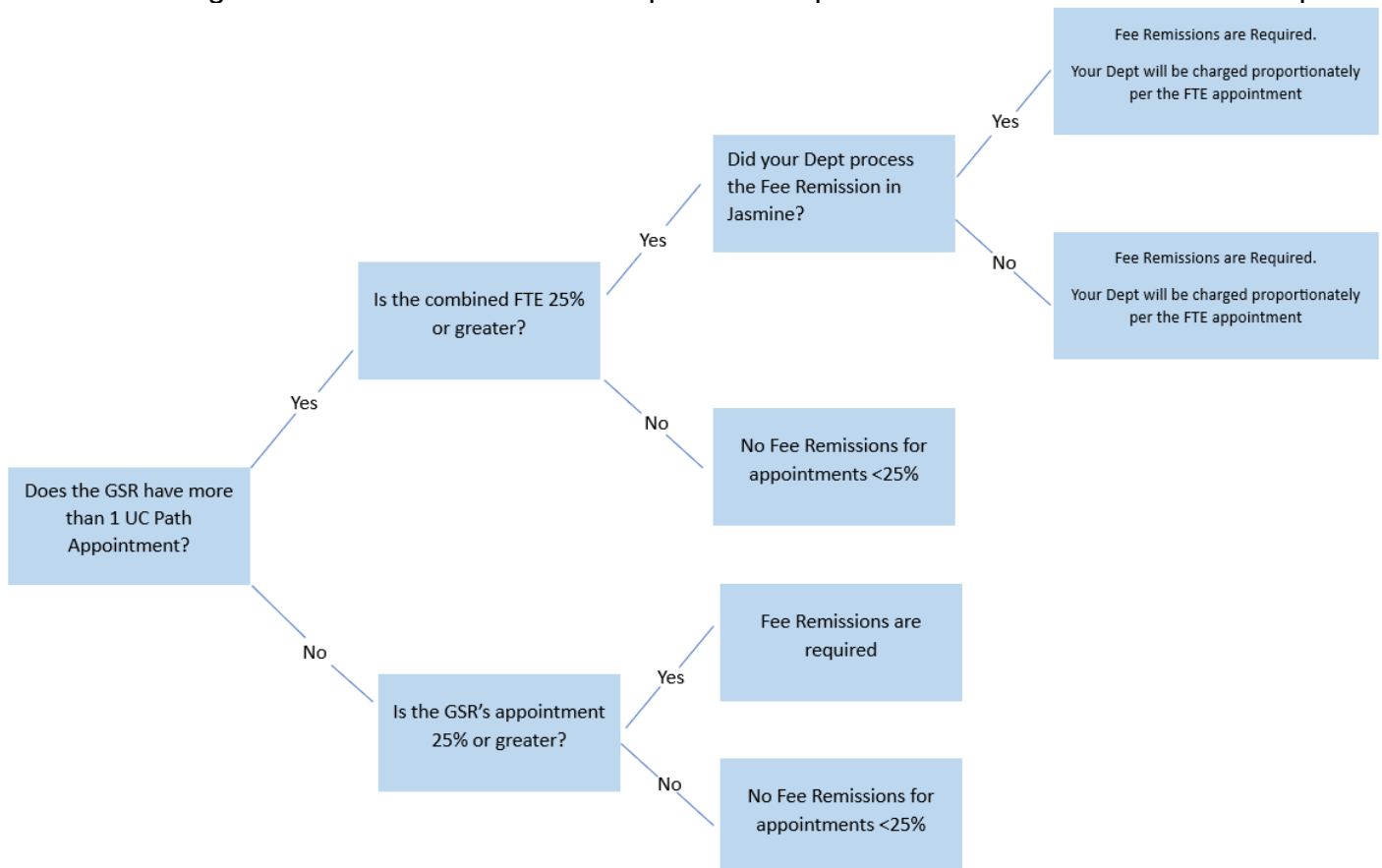
1. Must be a full-time student (12 units or more)
2. Must maintain at least a 3.0 GPA

If the above conditions are met, the graduate student may be appointed up to 50% time in UC Path while classes are in session (*may increase to 100% during summer, and between quarter breaks*). Depending on the % FTE appointed in UC Path, the GSR may be entitled to **Fee Remissions**, in addition to their salary compensation, to cover a portion of their quarterly tuition and fees. *For more details regarding exceptions to the above or below see the [Academic Apprentice Personnel Manual](#).*

**GSR Fee Remissions are required when the cumulative active appointments in UC Path are 25% FTE or greater.** Be mindful that GSRs may hold multiple appointments throughout campus. When a GSR is appointed by multiple Departments, only one Department must process Fee Remissions through [Jasmine](#) for these costs to be applied. The Department of Graduate Education (DGE) will absorb the costs associated with Fee Remissions when this benefit has been processed. To pass these costs on to the Hiring Department(s) an I-160 is processed proportionate to the appointment split in UC Path. Should you encounter errors with Fee Remission splits, please contact DGE to investigate.

If awarded, fees will assess to the General Ledger as fringe benefits (sub 06), to same FAU(s) identified in UC Path under the appointment funding entry, proportionate to that FAU(s) distribution in UC Path.

Use the following decision tree to determine responsible Department if Fee Remissions are required:



## How Much Should We Budget For Fee Remissions In The Grant Proposal?

### Annual and Term Student Fees

- Use the Tuition and Fees Schedule for the applicable Academic Year, and Degree Program  
*Most DOM GSRs are "Academic Doctorate" Degree Program*
  - Use Annual if the GSR will require Fee Remissions for all 3 quarters
  - Prorate quarterly if the GSR will not require Fee Remissions all 3 quarters  
*ex: Some GSRs are required to TA in their 2<sup>nd</sup>/3<sup>rd</sup> year; TA-ship covers Fee Remission those quarters*
- Costs to include:
  - Tuition
    - *Add Document Fee (\$100) Fall Quarter 1<sup>st</sup> Year only*
  - **If FTE is 45% or greater, add Non-Resident Supplemental Tuition (NRST) for Non-Resident GSRs**
  - Student Services Fee
  - AY23-24 and beyond: Balance of Campus Fees, not to exceed the maximum campus fees for each campus

**Note:** It is recommended to always refer to the current fee schedule posted on the Registrar's website (link above) when budgeting for and/or executing Fee Remissions for a GSR. Newsletters or other websites summarizing rates may not always be up to date.

Example 1	Example 2	Example 3	Example 4
Jane is a GSR in Dr. Bruin's lab and works 4 hours/week (10% Appointment).  She has no other appointments at UCLA  Jane is Non-Resident	Jane accepted a 2 <sup>nd</sup> appointment with Chemistry for 8 hours/week (20% appointment).	Dr. Bruin increased Jane's hours, and her appointment is now 30%. She still has the 20% appointment with Chemistry.	Jane terminated her appointment with Chemistry, but is still appointed 30% to Dr. Bruin's lab.
<b>Does Jane Need Fee Remissions?</b>			
↓ ↓ ↓ ↓ ↓	↓ ↓ ↓ ↓ ↓	↓ ↓ ↓ ↓ ↓	↓ ↓ ↓ ↓ ↓
No.	YES	YES	YES
<b>If yes, who pays?</b>			
↓ ↓ ↓ ↓ ↓	↓ ↓ ↓ ↓ ↓	↓ ↓ ↓ ↓ ↓	↓ ↓ ↓ ↓ ↓
N/A	Both Departments, but only one may process Fee Remission in Jasmine  DOM Share: 1/3 <sup>rd</sup> of remissions (10% out of 30% total appointment)	Both Departments, but only one may process Fee Remission in Jasmine  DOM Share: 3/5ths of remissions (30% out of 50% total appointment)	Dr. Bruin is liable for full Fee Remission costs
<b>Will Fee Remissions include NRST?</b>			
↓ ↓ ↓ ↓ ↓	↓ ↓ ↓ ↓ ↓	↓ ↓ ↓ ↓ ↓	↓ ↓ ↓ ↓ ↓
N/A	No.  Even though Jane is Non-Resident, NRST benefits don't kick in until 45% appointment	YES	No.  Even though Jane is Non-Resident, her cumulative appointment is below 45% so NRST benefits are not applicable.

### **Multiple Appointments**

If a GSR holds multiple appointments, the combined appointments may not exceed 50% time while classes are in session. When the appointments are split among multiple departments and total more than 25% FTE, the departments should coordinate a management plan to cover costs proportionately. If costs will be split disproportionately, the student's assigned SAO must request exception from Graduate Division to split fees by alternate logic, else they will be charged proportionately. Grant budgets should reflect the actual anticipated costs (as opposed to full remission costs) whenever a split exists.

Remissions will also split automatically according to the FAU distribution assigned to a GSR appointment in UC Path. Should there be multiple appointments, and multiple FAUs per each appointment, ensure this is factored in when calculating actual anticipated costs for Grant Budgets.

*Example: Jane is employed by Cardiology for 12.5% FTE and Biochemistry for 12.5% FTE (25% FTE total). When remissions post (\$19k annual) costs will be split 50/50 between these two Departments (Cardiology will pay \$9,500). Jane is working on 3 projects, and therefore has 3 FAUs included on her Funding Entry in UC Path. Remissions will post proportionate to her effort funded by each FAU:*

FAU	Effort % Funded (must always = 100%)	Amount To Assess
441357-JB-12345	50%	\$4,750
441357-JB-54321	30%	\$2,850
441357-JB-98765	20%	\$1,900

For more on the differences between Effort and FTE, see DOM Payroll Reconciliation Training Materials.

### **“TBN” Status**

If the PI includes a To Be Named (TBN) GSR in the proposal, then budget for the GSR fees with the assumption that he/she will have 25-50% cumulative FTE, all 3 quarters each year.

### **What if my Sponsor doesn't allow Fee Remissions?**

If your sponsor does not allow Fee Remissions, but your GSR is entitled to them, you may either process Benefit Cost Transfers to transfer these unallowable benefits to **unrestricted** funds when they post, **or** you may request exception from Graduate Division to redirect Fee Remissions to an **unrestricted** FAU. This 2<sup>nd</sup> option requires a 78XXXX account on your unrestricted FAU, and access to GoGrad Fellowship Award Transmittal.

### **Grant Proposal Preparation Budget Instructions**

Graduate Student Fee Remissions do not assess Indirect Costs on awards that use a Modified Total Direct Cost (MTDC) Base. In order to exclude the graduate student tuition remission from the Modified Total Direct Cost (MTDC) base in Cayuse, the fee must be entered into Section F.8. of the detailed budget. Change the Indirect Cost Type to “excluded” so that the fees will be automatically excluded from F&A assessment.

Proposals List > MOCK PROPOSAL

Proposals List

MOCK PROPOSAL

RESEARCH & RELATED BUDGET - SECTION F - K Budget Period 1 of 4

ORGANIZATIONAL DUNS: 092530369

Budget Type:  Project  Subaward/Consortium

Enter name of Organization: Regents of the University of California, Los Angeles

Period 1 Start Date: End Date:

F. Other Direct Costs	Indirect Cost Type	Funds Requested (\$)
1. Materials and Supplies	excluded	
2. Publication Costs	excluded	
3. Consultant Services	excluded	
4. ADP/Computer Services	excluded	
5. Subawards/Consortium/Contractual Costs	.....	
> Allocated IDC Base	excluded	
6. Equipment or Facility Rental/User Fees	excluded	
7. Alteration and Renovations	excluded	
8. GSR Fees	excluded	
9.	excluded	
10.	excluded	
Total Other Direct Costs		