

GRADUATE STUDENT RESEARCHER FEE REMISSION

Updated March 8, 2021

Background

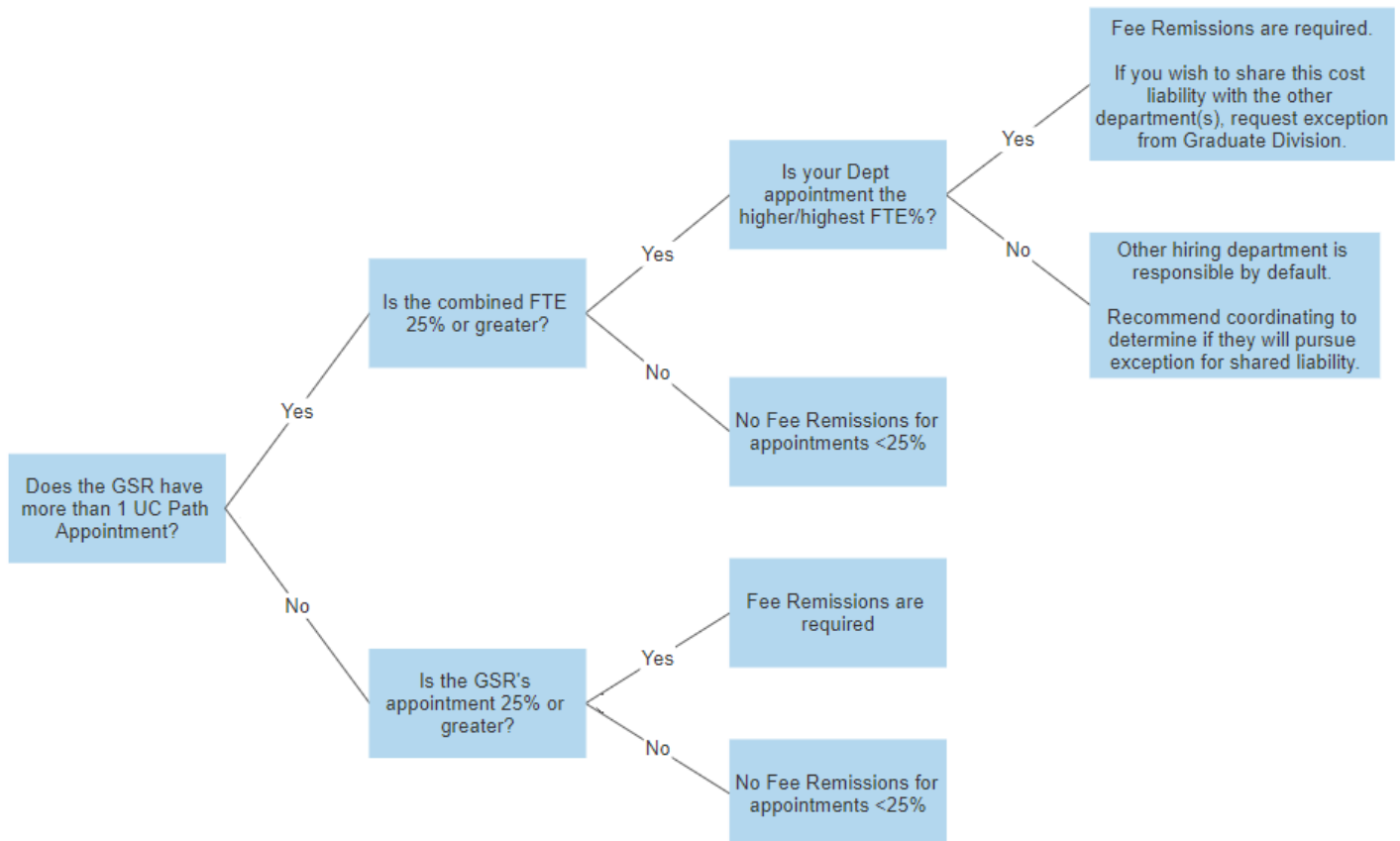
Graduate Student Researchers (GSRs) assist faculty members with scholarly research and often receive compensation for their efforts. In order to qualify for salary compensation as a GSR, the individual must:

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. By default, the hiring department with the greater FTE appointment is responsible for awarding Fee Remissions through [Jasmine](#) prior to the tuition due date for each eligible quarter. Only one Department may award Fee Remissions at a time. 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. Fee remissions will not be charged to the Department with the lesser appointment % FTE unless an exception from Graduate Division is approved to do so.

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 2nd/3rd year; TA-ship covers Fee Remission those quarters*
- Costs to include:
 - Tuition
 - *Add Document Fee (\$100) Fall Quarter 1st Year only*
 - **If FTE is 45% or greater, add Non-Resident Supplemental Tuition (NRST) for Non-Resident GSRs**
 - Student Services Fee
 - UC Student Health Insurance Plan (UCSHIP)
- **Exclude any and all other costs on the Fee Schedule**, these are commonly referred to as the Balance of Fees (BoF). These may not be charged to C&G Funds.

Note: Use the above link for the current GSR fee rates. Do **NOT** use the amounts listed on the OCGA Employee Benefit Rates website, as the rates posted are not always 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 nd 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.
Does Jane Need Fee Remissions?			
↓ ↓ ↓ ↓ ↓	↓ ↓ ↓ ↓ ↓	↓ ↓ ↓ ↓ ↓	↓ ↓ ↓ ↓ ↓
No.	YES	YES	YES
If yes, who pays?			
↓ ↓ ↓ ↓ ↓	↓ ↓ ↓ ↓ ↓	↓ ↓ ↓ ↓ ↓	↓ ↓ ↓ ↓ ↓
N/A	Chemistry by default. Graduate Division exception approval is required to charge 30% to Dr. Bruin.	Dr. Bruin by default. Graduate Division exception approval is required to charge 40% to Chemistry.	Dr. Bruin
Will Fee Remissions include NRST?			
↓ ↓ ↓ ↓ ↓	↓ ↓ ↓ ↓ ↓	↓ ↓ ↓ ↓ ↓	↓ ↓ ↓ ↓ ↓
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, the student's assigned SAO must request exception from Graduate Division to split fees proportionately, else they will be charged fully to the greater appointment. The grant budget should reflect the proportionate amount whenever split.

If a GSR's single appointment in UC Path is funded by multiple FAUs, Fee Remissions will automatically split proportionate to the FAU distribution.

"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.

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 Service	excluded	
5. Subawards/Consortium/Contractual Costs	
> Allocated IDC Base	excluded	
6. Equipment or Facility Rental/User Fees	excluded	
7. Alterations and Renovations	excluded	
8. GSR Fees	excluded	
9.	excluded	
10.	excluded	
Total Other Direct Costs		

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 2nd option requires a 78XXXX account on your unrestricted FAU, and access to GoGrad Fellowship Award Transmittal.