

This session will *not* be recorded, but this PowerPoint can found

<https://medschool.ucla.edu/research/research-infrastructure/administrative-support/departments-of-medicine-office-of-research-3>

Postdocs and Grad Students

UCLA DEPARTMENT OF MEDICINE
OFFICE OF RESEARCH ADMINISTRATION
ZOOM TRAINING

Understanding Fund Purpose (or *Function*)

- Typical DOM Fund Manager Portfolio consists of (*not an exhaustive list*):
 - Research FAUs
 - Training/Instruction FAUs
 - Student Financial Aid FAUs
 - Gifts/Endowments/Other Unrestricted FAUs
- A Fund's Purpose (or *Function*) is determined by the assigned Account number, and guides management of those funds

Research FAUs (44xxxx)

- FAU established to support research-related activities, sponsored or unsponsored, where there is an expectation of work and dedicated effort allocable to distinct research projects
- When established *without* the accompaniment of a linked 78xxxx or 40xxxx account, these funds support Employee-Employer relationships where all personnel dedicating measurable effort must have an established appointment in UC Path as an %FTE employee in order to receive income disbursements
- When used to support Graduate Student Researcher income, may incur costs for Fee Remissions as a mandatory benefit (sub o6)*
- Assesses Indirect Costs according to the established Organized Research Indirect Cost Rate (currently 57.5% through FY25 for awards referring to Federal F&A Rate agreement) or Sponsor Policy Rate when linked to an extramural fund

*Subject to Sponsor Restrictions when using extramural funds. Always verify against Sponsor Contract and/or Grants Manual

Training/Instruction FAUs (40xxxx)

- FAU established to incur expenses associated with training or career development activities
- When established as a result of Individual Fellowship awards, where the sponsor **or federal law* require wages to be disbursed in the form of **income**, may support salaries and benefits in addition to other sponsored activity costs necessary to fulfill award requirements
- Unless approved to waive Indirect Costs *prior to award execution*, must assess indirect costs at the *established rate for Instruction* (currently 40% through FY23 for awards referring to Federal F&A Rate agreement)

**Medical Residents, while may be matriculated students of UCLA pursuing a degree, must receive income compensation and benefits commensurate to the work performed*

Student Financial Aid (78xxxx)

- FAU established to support student and or fellowship activities, where associated costs are limited to:
 - Subsistence Allowances to defray the cost of living (commonly referred to as “Stipend”). These disbursements are not associated with employment work or effort
 - Tuition and Fees distributed as Fellowship Award via GoGrad (not to be confused with Fee Remission! which is a *fringe benefit* unique to GSR Employees)
 - Benefits assessed against stipends distributed through UC Path (Earn code FEN)
- May not incur expenses such as textbooks, travel, computing devices, etc. Should the award include funds for these purposes, a 40xxxx linked FAU must be established to incur those distinct expenses.

Gifts/Endowments/Other Unrestricted

- Must be used in accordance with the fund's established "purpose" which is located on the "Consolidated Gift Fund Management" report

Fund Type:	CURRENT EXPENDITURE REGENTAL
Fund Number:	43517
Fund Title:	VRS DNRS/DUELL CONFERENCE/
Department:	1553 - MEDICINE-CARDIOLOGY
Fund Purpose:	Instruction - Seminar/Lecture/Conference . . . ▶

- If the fund "purpose" allows for research, training/instruction, and fellowship/financial aid it may be linked to all account types previously mentioned

Block Funds

- Student Support Allocations through the Graduate Division that may only be used for distributions through GoGrad
- “Use it or lose it” funds – must be fully allocated by the prescribed annual deadline (February 1 for FY24-25). Funds not allocated will be reverted back to Graduate Division
- Cannot be used to fulfill Fee Remission requirements (fringe benefits, sub o6)
- If a student is awarded Block Grant funds that would cover Cost of Education and later receives extramural or Departmental Funding that guarantees these costs, an award adjustment will be processed and funding reverted back to the Division of Graduate Education
 - This does not apply to Block Grant funds dedicated to stipend support, which shall never be cancelled by the Department due to the acceptance of subsequent, alternate funding

Kirschstein-NRSA Awards (NIH Training Grants and Fellowships)

- Expectation of “full-time training” upon acceptance of the award
 - The Training Plan is defined during pre-award and will clearly outline expectations of trainees throughout the course of their appointments on these awards. Training Grant Administrators are responsible for providing these details to the trainees and their mentors.
 - If you manage a Training Grant and do not already have a document outlining all required terms, please use the [DOM Training Grant Mentor-Fund Manager Assurance Letter](#) Template as a starting point. This document outlines general administrative requirements of a Training Grant. Training Grant Program Directors are encouraged to add points that address the specific aims and/or training plans for the specific award.
- Funds are distributed in the form of Stipends, as activities approved under NRSA awards do **not** require work from appointed trainees. These stipends are defined as “[subsistence allowance\[s\]... to help defray living expenses during the research training experience](#)”, to ensure the trainee may devote full-time effort toward training and educational pursuits
- Typically does not fulfill minimum wage guarantees to Postdocs or GSRs, as [stipend levels are capped](#)
 - Mentor must confirm if shortfall needs to be covered as:
 - Stipend Supplementation: Awarding *additional stipends (no work)* via unrestricted funds, or
 - Coincidental Appointment: up to 25% FTE, with the expectation of measurable effort and work in addition to training grant efforts, via any fund that may support salary costs
 - If this 2nd option is elected, the trainee must understand this requires [additional time commitment](#) beyond the 40-hour/wk training commitment, commensurate to the %FTE appointment
- Does not support all benefits costs
 - [Benefits Exclusions](#): FY24 rates. See [EFM Announcements](#) for prior and/or future rate schedules. FY25 exclusions are projected to remain the same.
 - 12% of CBR is unallowable for Trainees appointed “Postdoc”
 - 20.80% of CBR is unallowable for Trainees appointed to an “Other Academics” title code (Example: Clinical Instructor)
 - 64.70% of CBR is unallowable for Trainees with Limited Benefits (Example: Resident Physician)

Income or Allowance (stipend)?

- The determination to provide direct support to any individual should bear on their relationship to the Department
- Questions a Fund Manager should ask whenever new trainees are introduced into the lab:
 - Are you bringing this person on to work on your research project(s) (Ro1?) – Income
 - If yes, what %FTE is appropriate for the number of hours they will work for us?
 - Have you agreed to mentor this individual through an established training/education program*? – Review program's guide for mentors to determine financial responsibilities
 - Academic programs outline coursework and training requirements for the student. Research funds cannot support time expended on these activities when it cannot be uniquely identifiable, and conflicts with the scope of work of the sponsored research project (falls outside of the specific aims of the research project). Always confirm with the PI the funding sources used for salary support align with effort expended!
 - Has this individual been awarded fellowship funds which will contribute to their support?
 - Be mindful of award restrictions. Fellowship awards typically impose programmatic restrictions, limiting which other PI funds may cover shortfall costs. Not all funding will work well together, and the hiring department is responsible for ensuring awards are distributed effectively
 - Do not assume the all fellowships award support in the form of Stipend! While this is typical, some fellowships provide salary.

Graduate Student Researcher Costs

- How to determine a GSR's minimum required UCLA Salary Point:
 - GSR service credit is evaluated each October, based on experience gained as of the June prior. Service credit includes:
 - Each Quarter/Semester where an Employee appointment with FTE 25%+ was held, inclusive of Summer quarters completed prior to June of the same calendar year
 - Each Quarter/Semester where a Trainee/Fellow appointment was held on an award included on the Heritage List
 - GSR minimum Salary Point placement is determined by each three quarters/two semesters of service credit gained
 - *Example:*
 - Sally is a new GSR without any service history – For her initial appointment the Department may appoint her at Salary Point 1
 - During her first year, Sally worked as a GSR Employee during Fall and Winter quarters, completed a TA-ship in the Spring and worked as a GSR Employee over Summer as well. She will be reappointed effective October 1. What is her minimum Salary Point placement?
 - Sally has two quarters GSR Experience earned during the Academic Year (Fall/Winter)
 - Non-GSR appointments shall not contribute to GSR service credit (TA-ship)
 - Summer Quarter, while does count toward overall service credit, shall not be considered until the following year
 - **Total Experience: Two Quarters**
 - For October 1 placement, Sally's experience as a GSR is less than three quarters, therefore shall be placed at Salary Point 1
 - Sally received an NIH Fellowship for 12 months (four quarters: Fall, Winter, Spring, Summer). What will Sally's minimum Salary Point placement be the following October 1?
 - Total Academic Year Experience: Five Quarters (Fall/Winter of each year, plus Spring of the current year)
 - Summer Experience: One Quarter eligible (While two summers have passed with allowable service, only the Summer from the year prior may be considered for placement)
 - **Total Experience: Six Quarters**
 - For October 1 placement, Sally's experience as a GSR is 6 quarters, therefore shall be placed at Salary Point 3
 - Per the current bargaining agreement, appointments beyond SP₃ are discretionary; however, Academic Departments are likely to require a minimum SP₄ or SP₆ for all GSRs enrolled in their programs. Always verify with the GSR's SAO for Academic Department minimum support requirements.
 - If a Department elects to appoint a GSR above their minimum required SP, that GSR must always be appointed to that same SP or higher while employed by the same Department. Should a GSR terminate their appointment with one department, and enter into a New Appointment with a new Department, Salary Point placement is only required according to minimum placement standards

Graduate Student Researcher Costs *cont.*

- Always confirm with the GSR's SAO if the Academic Department has guaranteed funding beyond minimum Salary Point placements. It is typical for the academic department to guarantee:
 - Minimum annual wage at or above established Table 22 Salary Point standards, dependent on available funds and mentor obligations
 - Effective 04/01/2023 GSRs engaged in employment activities **must** have wages calculated against an exact Salary Points established via [UC Table 22](#). Base rates that fall between salary points are no longer permitted. Base rates above scale may be approved by Labor Relations on a case-by-case basis.
 - Coverage of uniform costs typically guaranteed as [fee remissions](#) via Tuition/NRST Fellowship Award Transmittal in GoGrad
 - Coverage of Advance-To-Candidacy Fees
- Restrictions:
 - Top-ups (GoGrad Stipend Awards solely made to increase monthly support allocations, and not made as the result of a merit award) requested during quarters where the student is fulfilling a TA Appointment are not permitted

GSR Offer Letters

- Graduate Student Researchers **must** receive offer letters outlining Salary Point, FTE, Job Duties (employment), Fellowship Duties (if applicable), Training Duties (if applicable) and a summary of costs covered. Hiring Departments are required to have offer letters signed **a minimum of 30 days prior to appointment start**
- It is strongly recommended to provide GSRs with a disbursement schedule so they may plan their finances accordingly. Support disbursed via GoGrad follows a different schedule than that of UC Path
- New Letters should be routed when there are significant changes to the GSR's rate, duties, assigned mentors/supervisors, or any other terms outlined in their latest established agreement
 - Changes in funding source only (FAU) where the GSR's overall duties, level of support, and mentorship will remain consistent does not warrant a new offer letter
- It is recommended for appointments established each October 1 to appoint through the end of the Academic Year when it is already known funds are secured and the appointment is likely to remain consistent through the end of this term. Should a Department elect to offer appointments on a quarter-to-quarter (or semester-to-semester) basis, a new Offer Letter is required per each quarter/semester an appointment is offered even if there are no substantial changes other than the appointment end date
- **UPCOMING:** Departments can expect to send out revised offer letters when Table 22 is updated for new rates effective October 1, 2024

GSR % FTE

- To determine the % FTE for a GSR Employee's UC Path appointment, refer to the intended weekly schedule for the student.
 - A 100% FTE appointment is commensurate to 40hrs/wk
 - GSRs may only engage in employment for up to 20hrs/wk (50%) without exception from Graduate Division
 - If a GSR genuinely will only work for:
 - 5hrs/wk: $5 \div 40 = 12.5\%$ FTE Appointment
 - 10hrs:=25% FTE
 - 15hrs:=37.5% FTE
- Departments should **NEVER** assign an arbitrary FTE% that does not directly align with the GSR's proposed schedule.
- The FTE assignment for a GSR shall not be altered unilaterally without the notice of the GSR to Administrator, or notice of Mentor to GSR via new Offer Letter, that a formal change to the prescribed work schedule has been made
- The FTE assignment for a GSR shall not be altered based on the receipt of merit-based scholarship awards (stipends) meant to be disbursed via GoGrad

GSR Title Codes in UC Path

- 3276: GSR Employee
 - Use this title code for employment appointments.
 - May be funded using non-78 accounts
 - Appointments >25% must provide Fee Remission Benefits
 - CBR will assess at the student rate
- 3145: GSR Fellow
 - Use this title code for appointments associated with Individual Fellowship awards governed via the Heritage List
 - Must be funded via 78 account FAUs in Department of Medicine
 - If the award provides tuition benefits, administer via GoGrad **not** Fee Remission
 - No CBR will assess
- 3155: GSR Trainee
 - Use this title code for appointments associated with Institutional Training awards (e.g. T32s or similar) governed via the Heritage List
 - Must be funded via 78 account FAUs in Department of Medicine
 - If the award provides tuition benefits, administer via GoGrad **not** Fee Remission
 - No CBR will assess
- 3160: GSR Trainee/Fellow Supplement
 - Only use in conjunction with 3145/3155 appointments where the extramural award does not meet the Salary Point funding level for the GSR
 - Must be funded using non-78 accounts
 - No CBR will assess

GSR Matrix

Use For	3276 (Employee)	3145 (Fellow)	3155 (Trainee)	3160 (Supplement)	GoGrad non- Heritage Awards
Employment	x				
Individual Fellowship (Heritage)		x			
Trainee-ship (Heritage)			x		
Supplements				x	
Non-Heritage Stipend Awards					x
Account-Types	40- or 44-	77-, <u>78-</u> , or 79-	77-, <u>78-</u> , or 79-	40- or 44-	77-, <u>78-</u> , or 79-
Fee Remission Eligible	x				
Assesses CBR	x				
Tuition via GoGrad		x	x		x

GSR Supplement Appointment (3160)

- When a Graduate Student is a recipient of an Individual Fellowship or Training Award appointment where the sponsored program does not fulfill the Salary Point compensation rate required, and the award mechanism is included on the Heritage List, a supplement must be provided
- NIH Definition of Supplement:
 - *Recipients may supplement stipends from non-Federal funds provided the supplementation is without any additional obligation for the trainee. An organization can determine what amount of stipend supplementation, if any, will be provided according to its own formally established policies governing stipend support. These policies must be consistently applied to all individuals in a similar training status regardless of the source of funds.*
- Fund Managers shall consider supplements akin to cost-share obligations, or OTC requirements. Costs in this category of expense may never be charged to other awards, and because supplements are non-weight-bearing may not be charged to C&G Research Funds.
- It is the Fund Manager's Responsibility via Payroll Reconciliation efforts that costs borne by the 3160 appointment are charged appropriately

GSR Title Codes In Action

- Sally is currently a GSR Employee appointed at SP₄ (\$40,651, 0.5 FTE) through June 2025. She has received a Notice of Award for an NIH F₃₁ with an activation date December 1, 2025 (\$28,224 annual):
 - From now through September 30, 2024

Title Code(s)	FTE	Salary Point
3276 (GSR Employee)	0.50 FTE	4

- October 1 – November 30 2024: New Offer Letter

Title Code(s)	FTE	Salary Point
3276 (GSR Employee)	0.50 FTE	4

The Rate of Pay will increase effective October 1. While the overall appointment will remain the same, a new letter should be provided to advise of the new rate of pay

- December 1 2024 – November 30 2025: New Offer Letter

Title Code(s)	FTE	Salary Point
3145 (GSR Fellow)	~0.34 FTE <i>(pending FY25 SP rates)</i>	4
3160 (GSR Supplement)	~0.16 FTE	4
3276 (GSR Employee)	Requires Exception 0.25 FTE max	- - -

NIH permits for a maximum of 25% employment in addition to fellowship obligations. Authorization to work 51-75% that can be approved at the department / school level. 75%+ require DGE approval.

GSR Title Codes In Action *cont.*

- What FAUs can we use for Sally's upcoming Appointments?
 - From now through September 30, 2024

Title Code(s)	FTE	Salary Point	Allowable FAU(s)	Fund Types
3276 (GSR Employee)	0.50 FTE	4	40- or 44- Accounts	Unrestricted or Research

- October 1 – November 30 2024: New Offer Letter

Title Code(s)	FTE	Salary Point	Allowable FAU(s)	Fund Types
3276 (GSR Employee)	0.50 FTE	4	40- or 44- Accounts	Unrestricted or Research

- December 1 2024 – November 30 2025: New Offer Letter

Title Code(s)	FTE	Salary Point	Allowable FAU(s)	Fund Types
3145 (GSR Fellow)	~0.34 FTE <i>(pending FY25 SP rates)</i>	4	77-79 Accounts <i>(78- in Dept. of Med)</i>	Individual Fellowship Fund
3160 (GSR Supplement)	~0.16 FTE	4	40- or 44- Accounts	Unrestricted Only
3276 (GSR Employee)	Requires Exception 0.25 FTE max	- - -	40- or 44- Accounts	Unrestricted or Research

GSR Title Codes In Action *cont.*

- What documentation do we need for these appointments?
 - From now through September 30, 2024
 - An Offer Letter to Sally from the Hiring Department is required 30 days prior to the start date. If Sally is already expending effort, this must already be in place
 - October 1 – November 30 2024:
 - A New Offer Letter shall be provided to Sally by the last working day in August to advise of the increased pay rate
 - December 1 2024 – November 30 2025: New Offer Letter
 - A written notice from Sally advising the Hiring Department that the Fellowship Award will be accepted is required before the appointment may be altered from GSR Employee (3276) to GSR Fellow (3145)
 - Should Sally wish to continue any effort as an employee, she must provide a statement to include with the exception request detailing how she will ensure her total effort obligations during the affected quarters will not interfere with her academic pursuits. This request is subject to approval by Sally's Department and may only be acted upon once approval is received.

GSR Title Codes In Action *cont.*

- What are Sally's total costs while the F31 is in effect?
 - NIH F31 has provided:
 - \$28,224 Stipend
 - \$8,155 Tuition
 - Sally's Academic Department guaranteed Salary Point 4 & Full Tuition and Fees Coverage
 - SP4 @ 0.5 FTE: \$40,651.00 *(through September 30)*
 - SP4 @ 0.5 FTE: \$43,240.50 *(effective October 1)*
 - \$19,494.61 Tuition & Fees for Academic Doctorate* *(subject to change pending AY24-25 Fee Schedule)*
 - Costs for 12 months:
 - 3145: \$28,224 funded by F31
 - 3160: \$14,369.13 *(shortfall \$1,035.59 monthly through Sept, \$1,251.38 monthly thereafter)* funded by PI Unrestricted funds
 - 3276: \$0 – assumes an exception was either not pursued or was denied
 - CBR: \$0
 - Fee Remissions (Jasmine): None
 - GoGrad Tuition Award: \$8,155 funded by F31
 - GoGrad Tuition Award: \$11,339.61 *(subject to increase)* funded by PI Unrestricted funds
 - Total PI Out of Pocket:
 - \$14,369.13 + \$11,339.61 = **\$25,748.74** funded by PI Unrestricted funds

*If your GSR is pursuing a different degree program, refer to the [Registrar's Office Fee Schedule](#) for the appropriate costs.

GSR Title Codes In Action *cont.*

- What would the cost breakdown look like if Sally does keep her Employment position?
 - NIH F31 has provided:
 - \$28,224 Stipend
 - \$8,155 Tuition
 - Sally's Academic Department guaranteed Salary Point 4 & Full Tuition and Fees Coverage
 - SP4 @ 0.5 FTE: \$40,651 *(through September 30)*
 - SP4 @ 0.5 FTE: \$43,240.50 *(effective October 1)*
 - \$19,494.61 Tuition & Fees for Academic Doctorate* *(subject to change pending AY24-25 Fee Schedule)*
 - Costs:
 - 3145: \$28,224 funded by F31
 - 3160: \$14,369.13 (shortfall \$1,035.59 monthly through Sept, \$1,251.38 monthly thereafter) funded by PI Unrestricted funds
 - 3276: \$21,296.57 *(\$1,693 monthly through Sept, \$1,801.69 thereafter)* — assumes 0.25 FTE appointment was approved funded by PI C&G Fund
 - CBR: \$809.27 *(3.8% for FY24-25)* funded by PI C&G Fund
 - Fee Remissions (Jasmine): YES \$11,339.61 *(subject to increase)* funded by PI C&G funds
 - To utilize the F31 Tuition award, an exception must be submitted to DGE to prorate Fee Remission and execute a GoGrad Tuition Award using the F31 FAU
 - All exceptions are subject to approval and are not guaranteed
 - If approved: GoGrad Tuition Award: \$8,155 funded by F31
 - \$11,339.61 *(subject to increase)* funded by PI C&G funds
 - Total PI Out of Pocket:
 - \$14,369.13 funded by PI Unrestricted funds for supplement
 - \$21,269.57 + \$809.27 + \$11,339.61 = \$33,485.44 funded by PI C&G funds
- TOTAL:** **\$47,854.57**

*If your GSR is pursuing a different degree program, refer to the [Registrar's Office Fee Schedule](#) for the appropriate costs.

GSR Knowledge Check

- Jane Bruin competitively applied to multiple award programs and job opportunities and received the following offers:
 - AHA Individual Fellowship – requires 100% effort
 - UCLA Internal Merit Award – no effort required
 - NIH Training Grant Appointment – requires 100% effort
 - Dr. Doe Research Lab Ro1 appointment – requesting 10hrs/wk effort
- Can Jane accept all of these offers?
 - Jane must pick between the Fellowship and Training Grant, she cannot accept both. The 100% effort requirement consumes Jane's maximum allowed Fellow/Trainee effort. In UC Path this will translate to a 0.50 FTE appointment (20hrs/wk maximum GSR effort permitted).
 - Because the Internal Merit Award does not have effort requirements, as long as the award program permits recipients to hold Fellowship/Training appointments concurrently she may accept this award.
 - In order for Jane to accept the Ro1 **employee** appointment she needs to:
 - Verify AHA/NIH allow concurrent employment above and beyond fellow/trainee responsibilities (as of this training both of these sponsors do)
 - Request an exception to exceed 0.50 FTE UC Path appointment

GSR Knowledge Check *cont.*

- Jane accepted the NIH Training Grant appointment, the Internal Merit Award, and got an exception to accept the Ro1 appointment. Her Academic Department advised she must receive support commensurate with SP 3 on Table 22 0.5 FTE (\$37,727)
- Does Jane receive her funds through UC Path or GoGrad?
 - NIH Training Grants are governed via the Heritage List, these stipends must be disbursed via UC Path on a 3155 title code appointment
 - \$28,224 is available from this award
 - Ro1 appointments are employment, therefore must be administered via UC Path on a 3276 title code appointment. 10hrs/wk equates to a 0.25 FTE (\$18,863.50)
- Does the salary support from the Ro1 appointment fulfill the shortfall between the Training Grant award funds and the SP 3 0.5 FTE funding level?
 - No. Research Grants cannot provide cost-share benefits to cover shortfall wages resulting from limited funding on Fellowship/Training awards. The gap in funding must be fulfilled via a supplement appointment (3160 title code)
- Can Jane use the Internal Merit Award to fund the supplement appointment?
 - Generally No. Merit Awards (received and disbursed as a result of personal achievement) are not intended to fund obligations tied to effort (employment, fellowship, training). The majority of these awards shall be disbursed in addition to UC Path earnings via GoGrad.

GSR Additional Considerations

- Per the bargaining agreement, GSRs are entitled to PTO. As of this training VLA does not get assessed during pay-compute (sub 06 expenditure). Should this change, ensure you are subscribed to DGE, ELR and CRU Email Listservs to receive prompt notice of practice changes.
- GSR Stipends* for activities covered by the Union will be disbursed in UC Path, whereas “other” stipends will continue to be disbursed via GoGrad. Official Guidance for the full “Heritage List” of Fellowship Activities to be administered through Path is pending as of this training. NIH/NSF Training Grants and Fellowships will be administered through Path. Many Mentored Individual Fellowships can be expected to be administered through UC Path.
- Fee Remissions continue to be a benefit of GSR Employees exclusively. GSRs ineligible for Fee Remissions must have Tuition Fellowship Award Transmittals executed in GoGrad if costs must be covered via Departmental or Extramural awards. Fund Managers are responsible for ensuring Fee Remissions post via Payroll Reconciliation efforts at the onset of each Quarter (Oct, Jan, Apr) the GSR was eligible for remissions.
- If the student falls below full-time credit enrollment or 3.0 GPA, they are ineligible to have a GSR appointment in UC Path. Your PI may elect to use unrestricted funds via GoGrad to continue support via a Departmental Merit Award (if such a program exists). If they elect to do this, any minimum wages/fee coverage outlined by the Academic Department and/or Bargaining Unit are typically void until the student is back in good standing (**Always** confirm with the SAO)

* Stipends in this context refers to the federal definition meaning “subsistence allowance”. In the context of the bargaining agreement this means compensation as a result of Individual Fellowship or Trainee appointments

GSR Questions??

- Postdocs and Overlapping Guidance next!

Disbursement Schedules

- Stipends from GoGrad distribute at the end of the month, prior to the month of support.
 - Remember: Stipends are not distributed due to work obligation, therefore no timesheets or effort reporting is conducted
 - <https://financialaid.ucla.edu/staff-employers/disbursement-calendars>
- UC Path distributes at the end of the pay period, after the period of support has concluded and time is recorded into timesheets.
 - Income must be commensurate to actual work performed, and verified by the trainee's supervisor
 - <https://ucpath.universityofcalifornia.edu/pages/payroll-processing-schedules-working-hours>

Notifying Trainees of Upcoming **Overlapping** Pay Disbursements (Salary to Stipends)

- Example: Transitioning a trainee from Salary to GoGrad Stipends

Date	Disbursement
Apr-15	May '24 Stipends
May-15	June '24 Stipends
May-31	May '24 Salary
Jun-17	July '24 Stipends
Jul-01	June '24 Salary
Aug-01	July '24 Salary

- Say we discontinue UC Path salary effective 5/31, start GoGrad Stipends effective 6/1
 - The final payroll distribution of **income** will distribute on May 31st to the trainee, but they will also receive their first **Stipend** distribution just prior to that on May 15th, and their second distribution shortly thereafter on June 17th. **Total of 3 distributions within 18 days**
 - *The trainee must be notified of these overlapping distributions in advance, so they know this frequency of distribution is not typical, and that they should expect to only receive 1x disbursement monthly after the overlap period has concluded*

Notifying Trainees of Upcoming **Gaps** in Pay Disbursements (Stipends to Salary)

- Example: Transitioning a trainee from GoGrad Stipends to Salary

Date	Disbursement
Apr-15	May '24 Stipends
May-15	June '24 Stipends
May-31	May '24 Salary
Jun-17	July '24 Stipends
Jul-01	June '24 Salary
Aug-01	July '24 Salary

- Say we discontinue GoGrad Stipends effective 5/31, start UC Path salary effective 6/1
 - Because the final GoGrad **stipend** is distributed on **April 15th**, there are no stipend distributions in May or June. The first **salary** disbursement will not occur until **July 1** (*Gap of 77 days*)
 - *The trainee must be notified to expect a gap in distributions during this time period, well in advance, so they may financially prepare*
 - *If the student is eligible for any Departmental Awards, it is recommended these are pursued to float additional stipends from unrestricted funds during this gap period to prevent financial distress to the trainee*

Postdoc Costs

- Appointment level (minimum wage requirement) is determined by months of experience at the time of appointment, according to [Table 23](#)
- If pursuing an additional degree, the hiring department typically determines if these costs will be covered
- If supported via Stipend (partially or fully) these are always distributed via UC Path, not GoGrad
 - This ensures benefits for Postdocs assess against these wages, as approved and negotiated by their union

Fellowship Appointments for Medical Residents, Clinical Instructors and Postdocs

- Best Practice is to ensure all stipends are distributed using the correct title codes and earn codes via UC Path
 - UC Path title codes
 - Use title code 2750 for Medical Resident Training Grant / Individual Fellowship stipends
 - Use title code 2749 for Clinical Instructor Training Grant / Individual Fellowship stipends
 - *Note:* Clinical Instructors **must** receive clearance from Academic Compensation prior to signing on to a Training Grant. Due to employment obligations exceeding the maximum 25% allowable by NIH, they are typically ineligible.
 - Use title code 3253 for Postdoctoral Scholar Training Grant / Individual Fellowship stipends
 - Use title code 3252 for Postdoctoral Employee salaries
 - GoGrad
 - Departments can expect the majority (if not all) Postdoc Fellowship stipends will be administered in UC Path. For degree-seeking Postdoctoral Scholars, select awards may require administration through GoGrad
 - Awards meant to provide allowances above-and-beyond employment or other fellowship obligations
 - Internal Merit Awards
 - Tuition awards for Postdoctoral Scholars must always be processed through GoGrad or BruinBuy *Plus*
 - GoGrad: If the Postdoc is a UCLA Matriculated Student
 - BruinBuy *Plus*: If the Postdoc is completing a training/degree program external to UCLA
 - *Note:* The majority of Postdocs will not be degree-seeking and will not require Tuition cost coverage

Postdoctoral Scholar Level Placement

- Postdoctoral Scholars earn service credit per each month engaged in Postdoctoral Scholar/Fellow duties. This includes employment, fellowship and traineeships
- Service credit is not provided for any months where the Postdoc engages in leave of absence
- Service credit is not provided for any months where employment is unrelated to efforts normally required of Postdoctoral Scholars (employment in other industries)
- Postdocs are entitled to a range adjustment 1x per year (either April or October), even if this is off-cycle to extramural award appointments.

Postdoctoral Scholar Level Placement *cont.*

- Jane Bruin graduated from UCLA June 2022, and was immediately employed as a Postdoctoral Employee upon graduation. She has not had any leave of absence in her employment history
- How many months of service does Jane have today (July 2024)?
 - Jane has 24 months of service completed
- According to Table 23, what should Jane's level placement be?
 - For 24+ months, Jane is entitled to Level 2 (\$71,769 effective Oct, 2024)

Postdoc Title Codes In Action

- Jane is currently a Postdoctoral Scholar appointed at Level 2 through June 2025. She has received a Notice of Award for an NIH F32 with an activation date December 1, 2025 (\$61,884 annual):
 - From now through September 30, 2024

Title Code(s)	FTE	Level
3252 (Postdoc Employee)	1.0 FTE	2: \$69,342 through 9/30/24

- October 1 – November 30 2024: New Offer Letter

Title Code(s)	FTE	Level
3252 (Postdoc Employee)	1.0 FTE	2: \$71,769 as of 10/1/24

The Rate of Pay will increase effective October 1. While the overall appointment will remain the same, a new letter should be provided to advise of the new rate of pay

- December 1 2024 – November 30 2025: New Offer Letter

Title Code(s)	FTE	Level
3253 (Postdoc Trainee)	1.0 FTE (recommended)	2: \$71,769 as of 10/1/24
3252 (Postdoc Employee)	3253 appt must be reduced to accommodate	- - -

*NIH permits for a maximum of **25% employment in addition to training obligations**. If a Postdoc's effort must be split between employment/training, ensure the offer letter adequately details the delegation of responsibilities between these two appointments.*

Postdoc Title Codes In Action *cont.*

- What FAUs can we use for Jane's upcoming Appointments?
 - From now through September 30, 2024

Title Code(s)	FTE	Level	Allowable FAU(s)	Fund Types
3252 (Postdoc Employee)	1.0 FTE	2	40- or 44- Accounts	Unrestricted or Research

- October 1 – November 30 2024: New Offer Letter

Title Code(s)	FTE	Level	Allowable FAU(s)	Fund Types
3252 (Postdoc Employee)	1.0 FTE	2	40- or 44- Accounts	Unrestricted or Research

- December 1 2024 – November 30 2025: New Offer Letter

Title Code(s)	FTE	Level	Allowable FAU(s)	Fund Types
3253 (Postdoc Trainee)	1.0 FTE <i>(recommended)</i>	2	77-79 Accounts <i>(78- in Dept. of Med)</i>	Training Grant Fund
3252 (Postdoc Employee)	<i>3253 appointment must be reduced to accommodate</i>	- - -	40- or 44- Accounts	Unrestricted or Research

Postdoc Title Codes In Action *cont.*

- What documentation do we need for these appointments?
 - From now through September 30, 2024
 - An Offer Letter to Jane from the Hiring Department is required 30 days prior to the start date. If Sally is already expending effort, this must already be in place
 - October 1 – November 30 2024:
 - A New Offer Letter shall be provided to Jane by the last working day in August to advise of the increased pay rate
 - December 1 2024 – March 31 2025: New Offer Letter
 - A written notice from Jane advising the Hiring Department that the Training Grant Appointment will be accepted is required before the appointment may be altered from Postdoc Employee (3252) to Postdoc Trainee (3253)
 - Should Jane wish to continue any effort as an employee, the combined effort between the Employee and Trainee appointments may not exceed 1.0 FTE. The responsible fund manager for administering the award should verify that the sponsor allows for concurrent employment effort.
 - April 1 2025 – November 30 2025: New Offer Letter
 - A New Offer Letter shall be provided to Jane by the last working day in February to advise of the annual range adjustment moving her to the next experience level.

Postdoc Title Codes In Action *cont.*

- What are Jane's total costs while the T32 Appointment is in effect?
 - NIH T32 has provided:
 - \$61,884 Stipend
 - \$0 Tuition - *Jane is not degree-seeking*
 - Jane's minimum salary per Table 23 is:
 - Level 2 @ 1.0 FTE: \$71,769 (\$5,980.75 through March 2025)
 - Level 3 @ 1.0 FTE: \$74,425 (\$6,202.08 through November 2025)
 - Costs:
 - 3253: \$61,884 funded by T32
 - 3253: \$11,655.67 funded by PI Unrestricted funds
 - For Postdocs, supplements are not executed on a separate appointment. This is managed via Funding Entry
 - CBR:
 - To T32: \$13,800.13 will assess (22.3% for FY24-25) , \$1,656.02 is unallowable (12%)
(calculated using FY23-24 unallowable% proportions. FY24-25 unallowable proportions are projected to remain the same)
 - To PI Unrestricted funds:
 - \$2,599.21 will assess via UC Path Pay Compute
 - \$1,656.02 must be journaled via BCT from T32 fund to PI Unrestricted fund
 - Total PI Out of Pocket:
 - $\$11,655.67 + \$2,599.21 + \$1,656.02 =$ **\$15,910.90** funded by PI Unrestricted funds

Postdoc Knowledge Check

- Why does Jane's salary rate go up effective July 1st?
 - Postdocs are entitled to a range adjustment on their appointment anniversary dates. Jane was hired immediately after her graduation June 2022, therefore each July she advances to the next salary level
- Can Jane's PI decline to pay the shortfall between the T32 and Table 23 Level 2?
 - No. The compensation rate is mandated through the Union and the Hiring Department (therefore the fiscally liable party, PI) is responsible for fulfilling this funding obligation.
- Does Jane's T32 rate also go up on her UC Anniversary Date?
 - No. Training Grant Stipend allocations are fixed as of the Training Grant Notice of Award for appointment slots. This annual award amount shall not increase without a revised Notice of Award from NIH correcting rates to the latest Fiscal Year schedule. Revised NoAs are subject to the discretion of the awarding IC.

Q&A - Live

Survey Link

<http://goo.gl/forms/C3gdjsL5y1>

We appreciate if you would take a few moments to complete a short 7 question anonymous survey to help us improve your training experience. Thank you!