

Central Support for Federal Fellowships and Traineeships
August 25, 2015 [changes from July version indicated with yellow]

On July 14, the Provost distributed a memo describing the basic principles involved in providing central support for federal fellowships and traineeships. The specific procedures for implementing that support are as follows:

1. The Provost, on advice from the Vice Provost for Graduate Education after consultation with the Office of Sponsored Programs and the Office of Financial Aid, will determine which programs must be treated as fellowships, with stipends to be distributed as financial aid.
2. The Provost, on advice from the Vice Provost for Graduate Education after consultation with the Office of Sponsored Programs and the Office of Financial Aid, will determine which programs are eligible for central institutional support for tuition shortfalls. Any other commitment to a sponsor with regard to tuition or fees under a fellowship or traineeship must be met by the school or college submitting the proposal.
3. Through the normal budget process, the Provost will pursue GTF or GTRC funding to cover any anticipated tuition shortfalls. The Budget Office will identify the source of funds.
4. The Office of Student Financial Aid will apply out-of-state tuition waivers as needed for non-Georgia students in the designated programs, if those waivers are available within the quota set by the Board of Regents. This step reduces out-of-state tuition to the in-state rate.
5. The Bursar's office will charge the appropriate tuition rate based on program and residency, including mandatory fees, to the student's account. If a sponsor requires that fees be paid by the grant or institution, and the tuition and fees are grouped in the same budget category, tuition will be paid first. Only discretionary (typically GTF or GTRC) funds may be used for this purpose; state funds may not be used.
6. The Budget Office will not allocate differential tuition revenue to any program for students funded by these training grants or fellowship programs. The differential for each term will be adjusted to reflect all tuition revenue from these students as returned to central tuition revenue.
7. Beginning in FY 2016 (Fall term 2015), **students in the programs designated for central tuition funding** will be responsible for paying mandatory fees unless established sponsor policy requires that they be paid by the grant or institution.
 - a. **Central Institute funds will pay mandatory fees only in the Provost-designated programs.**
 - b. **Faculty members, programs, schools, or colleges are free to pay fees for these students; if they have made commitments to the students in their offer letters, they must fulfill on those commitments.**
 - c. **Likewise, any support for fees that was established in the cost-sharing documents accompanying grant applications will be honored.**
 - d. **Projects are allowed to pay fees using grant funds when the sponsor's rules specifically allow for it; for example, T grants may pay fees using funds from the "training related expense" category, and F grants may pay fees using the funds from the "institutional allowance."**
8. Where needed, schools or the PI on the training grant will identify funds to be used to supplement stipends so that the fellow/trainees' stipends are not less than that of similarly situated GRAs and GTAs in the same program and at the same level. While program details vary, in general:
 - a. Federal funds may not be used for such supplements, and the terms under which they are given must be allowed by the particular fellowship or training grant program.

- b. Federal sponsors expect that such supplementation not involve compensation for services and not involve activities related to the fellowship holder or trainee's research program.
- c. In the event a fellow/trainee receives compensation from employment at Georgia Tech, such employment is generally expected to be "short-term" and unrelated to the fellow/trainee's research program. The student's mentor must certify that the employment is unrelated to the research.

Per NIH policy, federal student loans and VA benefits are not considered supplementation or compensation; NIH supported trainees may continue to accept these funds throughout their traineeship.

Who has responsibility for what under these procedures?

Who	What	When
Provost (Recommendation made by VPGE after consultation with OSP and OSFA)	Designate programs for treatment as fellowships Designate programs for institutional support or cost-sharing Forward estimate of institutional support or cost-sharing amounts into the Institute budget process	Annually in preparation for the budget cycle
Institute Budget Office	Identify source(s) of institutional support	Annually in budget cycle
Proposers	Avoid committing Institute central funds to paying tuition and fees on fellowships or traineeships outside the designated programs.	When proposals are submitted, whether through OSP or Development
Principal Investigators	Locate GTF or GTRC funding for supplemental stipends, fees in the designated programs , or tuition or fee payment outside the designated programs.	After funding is received for a fellowship or traineeship
Schools and Colleges	Report all sources of fellowship support to the Office of Student Financial Aid by the deadline every term. Maintain awareness of and abide by the provisions of particular fellowships. Forego differential tuition income on fellowships and traineeships. Notify the Bursar's office if fees are to be paid from a grant per specific sponsor rules (e.g., T/F grants).	Ongoing. Attention is needed particularly when hiring is done, to avoid violation of rules against employment.

Who	What	When
Office of Financial Aid	Apply out of state tuition waiver to eligible students in the designated programs.	Every term.
Bursar	<p>Charge tuition and fees to student account. Pay tuition first, then fees if mandated by sponsor, using cost of education allowance under the program. Pay remaining amounts from institutional support accounts by asking Financial Aid to pay tuition, and fees if mandated by sponsor, from the training grant or fellowship program.</p> <p>Maintain records to compare tuition charges to the cost of education allowance by individual recipient in each program; make lump sum accounting entries to transfer tuition shortfalls to the appropriate institutional support project each semester (accounting entries for most of the shortfall will be posted during the month of registration; subsequent adjustments will be made to finalize the shortfalls); adjust differential tuition figures supplied to Budget Office (if required) to reflect students in differential programs receiving institutional support.</p>	Every term
Students	<p>Declare all sources of support to their graduate programs before the start of the term.</p> <p>Pay mandatory fees if GT is not required to do so and if the faculty member, program, school, or college is not willing to do so.</p>	Every term
Fellowship Coordinator (in Graduate Studies)	<p>Prepare information sheet for fellowship holders and trainees, including Institute processes and the offices involved.</p> <p>Maintain list of fellowships and how they are handled (e.g., financial aid vs. GRA; fees committed or not).</p> <p>Advise fellowship holders and trainees on a one-on-one basis or refer to appropriate office.</p>	Ongoing