

**2007-2008
WORK STUDY AWARDING GUIDELINES
GRADUATE STUDENT RESEARCHER (GSR)**

The Office of Graduate Studies has allocated Work Study units to graduate programs to be used for Graduate Student Researcher (GSR) positions, Step I (title code 3282) during the academic year 2007-08. This allocation is designed to give graduate programs additional funds that may be used for the recruitment of quality domestic graduate students who show financial need. Graduate Financial Aid manages the awarding process.

I. DEADLINES

March 2, 2007	<u>Priority</u> Submission for the FAFSA.
August 28, 2007	Deadline for the submission of ALL academic year nominations to Graduate Financial Aid. Graduate programs may submit cancellations of future awards through March 24, 2008 .

II. GENERAL GUIDELINES

Both new and continuing domestic students may receive Work-Study funds. (International students are not eligible for Work Study awards).

The award period is October 1, 2007 – June 30, 2008. Programs are to stipulate which quarter(s) the appointment is to be utilized. **Please note: There is no Work Study available for summer 2007.**

Awards to students must be made in Work Study units with a 25% GSR appointment for one academic quarter being one unit. Each academic quarter, a student can be awarded either one Work-Study unit (25% GSR appointment) or two Work-Study units (50% GSR appointment). The minimum annual award per student is one unit. The maximum annual award per student is six units (three quarters of 2 units each at 50% time during the academic year). **Block Grant funds cannot be used to cover the department's share of salary and fees (25% of salary and 25% of fee remission - reference directive #92-082).**

The deadline for submission of **ALL** academic year nominations to Graduate Financial Aid is **August 28, 2007**. Any units not awarded by this date will be lost. However, programs may cancel future awards and reassign previously awarded units to another student through **March 24, 2008**, should changes in eligibility occur. Work-Study cannot be awarded or cancelled retroactively.

Work Study funds may not be transferred to any other department or program. Additionally, there will be no reallocation process in 2007-08 since the work-study units are over allocated for the academic year.

III. STUDENT FINANCIAL NEED ELIGIBILITY FOR AWARD

To be eligible to receive the award, the student must qualify for need-based financial aid; therefore, **students must have filed a 2008 Free Application for Federal Student Aid (FAFSA).**

Graduate programs must verify financial eligibility prior to submission of the Work Study Award Form to Graduate Financial Aid. The student must have financial need eligibility equal to or greater than the combined total of the fee remissions and the GSR Step I salary for the requested appointment. Graduate Financial Aid will be providing small group, hands-on, training to assist you in this process.

If you have questions regarding establishing a student's need, FAFSA requirements, the posting of the Work Study awards on BANNER or changes in Work Study awards, please contact the Graduate Financial Aid office.

Finally, please be aware that while a student may have filed a FAFSA and may meet minimum eligibility for Work-Study, additional requirements may affect a student's eligibility. Therefore, Work-Study awards are not considered valid until the Graduate Financial Aid office has determined eligibility, and the award has been posted in Banner.

Graduate Financial Aid Contacts:

Each academic program has been assigned a Graduate Financial Aid staff person to assist with the work study process. You will be contacted by this individual in the next week and provided with a schedule of the work study training sessions for 2007-08. You will also be sent the work-study award forms, the calculation worksheet, and these guidelines.

If you have additional questions, please contact Nancy Latta at 752-2694 or Charmaine Allen at 752-6769.

IV. STUDENT ELIGIBILITY CRITERIA FOR A GSR, Step I

The student must meet university criteria for eligibility to hold an academic appointment:

- Minimum GPA 3.0-in good academic standing
- Registered as full time graduate student – 12 units
- Must not have exceeded 9 quarters of registration prior to advancement to candidacy
- Must not have exceeded the 15 quarter maximum graduate student academic appointment limit

Please see Graduate Studies web page at <http://gradstudies.ucdavis.edu/panman/gsr13.htm> for more information on eligibility requirements. General PPS coding for GSRs can be found at <http://gradstudies.ucdavis.edu/panman/panmain.htm>. 2006-07 salary scales can be found at <http://gradstudies.ucdavis.edu/facstaff/> (2007-08 salaries will not be announced until October 2007).

V. SUBMITTING NOMINATIONS TO GRADUATE FINANCIAL AID

Programs are to provide the Graduate Financial Aid Office with a final list of students nominated to receive academic year Work Study awards by August 28, 2007. Nominations must be sent to the Graduate Financial Aid staff member assigned to your program, using the attached Work-Study Award Form. You may also contact them to request an electronic version of the form. The Graduate Financial Aid office will send an email confirmation to the program when the Work-Study awards are posted on BANNER. They will also notify the program if the student is not eligible, and if there are available options to gain eligibility. The award is not valid until it is posted in BANNER.

VI. GSR Fee and Tuition Buy-Down Program:

The explanation provided by Steven Albrecht in the Office of Graduate Studies to department staff on September 1, 2006 will still apply for the cost sharing components of Work-study for 2007-2008.

UCD Directive 06-064 outlined a new fee and tuition buy-down program for extramurally supported GSRs (<http://accounting.ucdavis.edu/EX/buydownfaq.cfm>). The Buy-Down program also applies to GSRs participating in the Work Study Program. Under the Provost's GSR Buy-Down program, a rebate of 25% of the fee and tuition expense for each research account will be calculated and credited monthly through DaFIS. The Buy-Down program's 25% rebate will include the total portion of fee remission charged to the research account for GSRs who are participating in the Work Study Program. For example, if you award Work Study to a resident student at the GSR Step I salary rate for Fall 2007-08, your program fund source will be charged fee remission in the amount of 25% of the total Fall fee amount (\$3222) or \$806. If your fund source is an eligible extramural research grant, the Buy-Down Program will rebate the account 25% of \$806 or \$202. This process will be implemented during fall 2007. No action by department or program staff will be necessary for the credit to post and it will be visible to DaFIS end users via existing reports.

VII. The cost sharing component of the Work-Study Program:

The Graduate Student Work Study Program is a cost-sharing program for both the GSR salary and the GSR fee remission. GSR fee & tuition remission is a benefit of employment (<http://directives.ucdavis.edu/2005/05-029.cfm>). For a graduate student hired under the Work Study Program at the GSR Step I salary rate, costs are shared as follows:

- Work Study funding from the US Department of Education covers 75% of the salary.
- For 2007-08, we will continue the past practice of covering 75% of the fee remission from UC Davis Central Campus funds.
- Funding from an affiliated department or an individual faculty research grant covers the remaining 25% of salary, the remaining 25% of fee remission, and 100% of any applicable nonresident tuition (International students are not eligible for the Work Study Program).
- For first year domestic students who have not established CA residency, the nonresident tuition remission (NRTR) must be paid by the program fund source as NRTR cannot be charged to Central Campus funds.

VII. The cost sharing component of the Work-Study Program (continued):

Please note, Block Grant funds and Dean's Graduate Support Allocation Program funds cannot be used to pay salary or fee remission for academic appointments and this includes students participating in the Work Study Program.

Should a program decide to hire a student participating in the Work Study Program above the GSR step I salary rate, the program is responsible for covering all of the salary cost above 75% of the GSR Step I rate. Grant cost accounting generally requires that charges be in proportion to the effort devoted to that project. Thus, when a GSR appointment is split between multiple fund sources, the apportionment of benefits costs must be allocated according to the FTE allocated to each fund source, as reflected by the percentage appointment. For GSRs participating in the Work Study Program, this policy requirement has an impact on the cost sharing of fee remission between Central Campus funds and the program fund source. For example, if a program decides to award one unit of Work Study for Fall (one unit is a 25% GSR appointment for the entire academic quarter) to a student at the GSR Step III salary rate this would result in a total salary cost for the quarter of \$2,261 (using 2005-06 salary rates). For one unit of Work Study, the Work Study Program can only fund 75% of the salary of a 25% GSR at the Step I salary rate, or \$1,419, which in this example is only 63% of the total salary cost. Fee remission must follow the salary apportionment according to the distribution of total FTE. Therefore in this example, 63% of the fee remission cost will be allocated to Central Campus funds and 37% will be assigned to the program salary fund source. In summary, if you choose to pay a student participating in the Work Study Program above the GSR salary step I rate, your program fund source will also be responsible for more than 25% of the fee remission. The individual salary rate used will determine the fee remission cost above 25% for which your fund source will be responsible.

VIII. Processing Graduate Work-Study Awards through Student Employment (SEC)

All Federal Work-study positions require the following documents:

- Work-Study Employment Eligibility form
- Job description – guidelines available at the SEC website:
<http://faoman.ucdavis.edu/stdemployment.htm>
- Timesheets

Please direct any questions about this process to Ami Dang in SEC at 752-0117 or by email: amdang@ucdavis.edu