

**2023-24**  
**WORK-STUDY AWARDING GUIDELINES**  
**For Graduate Student Researcher Positions**

Graduate Studies has allocated Federal Work-Study (FWS) awards to graduate programs to be used for Graduate Student Researcher (GSR) positions during the 2023-24 academic year. This allocation is designed to give graduate programs additional funds that may be used for the support of quality domestic graduate students who show financial need. Financial Aid and Scholarships (FAS) manages the awarding process.

Deadlines

March 2	Priority submission for the FAFSA.
September 28, 2023	Deadline for fall quarter Graduate Financial Aid Work-Study Request Form submission
December 28, 2023	Deadline for winter quarter Graduate Financial Aid Work-Study Request Form submission
March 28, 2024	Deadline for spring quarter Graduate Financial Aid Work-Study Request Form submission

I. Financial Aid Eligibility for Work-Study

To be eligible to receive FWS award, a student must be a US citizen and/or a permanent resident; who qualifies for need-based financial aid. Non-resident alien students (generally on a J-1 or F-1 Visa) are not eligible for FWS. Students must have filed a 2023-24 Free Application for Federal Student Aid (FAFSA).

Determination of a student’s eligibility is based on their financial need. The financial need must be equal to or greater than the combined salary and fees for the requested appointment. Please refer to [The Work Study Calculations worksheet](#). The student’s current unmet need may be found on their RPAAWRD form in banner.

Nominations for Work-Study should be submitted to Financial Aid via the Graduate [Work-Study Employment Eligibility Form](#). Work Study units are assigned to academic graduate programs (Chemistry, Physics, etc.). When completing the Work-Study Eligibility form, the “Home Department” of the staff member submitting the form will automatically populate the Home Department section of the form. Please replace this text with the name of the graduate program that is assigning units to the students being submitted.

After submission and review, a system generated email confirmation will be sent to the graduate coordinator when the award(s) are approved and posted to Banner. Questions regarding a student’s need, requirements, holds, changes to FWS award, or to schedule a training session, please contact the Work-Study Manager at [workstudy@ucdavis.edu](mailto:workstudy@ucdavis.edu).

**If a student’s eligibility changes or the award is reduced, the Work-Study Manager will notify the graduate coordinator. The graduate coordinator will need to inform the student and supervisor of the revision to the Work-Study award.**

## II. Processing Graduate Work-Study

All FWS positions require the following documents:

- [GSR Work-Study Employment Eligibility Form](#)
- [Graduate Work-Study Time Sheet \(Monthly\)](#) – Must be signed by the student and supervisor

Once the **GSR Work-Study Employment Eligibility Form** (*GRS WSE*) is approved, Financial Aid & Scholarships will update the form with the student's Work Study Position Pool ID. The Department/Graduate Program must then retrieve the form online and send it to their UCPath Service Channel. More details about the process flow may be found here: [https://financialaid.ucdavis.edu/sites/g/files/dgvnsk2561/files/files/page/Work-Study%20GSR%20Process%20Flow 9.9.2020.pdf](https://financialaid.ucdavis.edu/sites/g/files/dgvnsk2561/files/files/page/Work-Study%20GSR%20Process%20Flow%209.9.2020.pdf). If you have any questions about this process, please contact the Work-Study Manager at [workstudy@ucdavis.edu](mailto:workstudy@ucdavis.edu).

**Work-Study Position Pool ID in UCPath is critical and must be entered accurately to GSR's Position in order for Work-Study funds to apply. Position –Job –Student Employee must be a 1-1-1 relationship.**

## III. General Guidelines

FWS GSR awards only apply to appointments between October 1, 2023 and June 30, 2024. Programs are to stipulate which academic quarter(s) the appointment(s) is to be utilized. UC Davis does not allocate FWS for summer employment (July 1 to September 30). Students must have a minimum GPA of 3.0, be in good academic standing, registered as full-time graduate student, and not have exceeded the 21 quarter maximum academic appointment limit. For more information on eligibility requirements and payroll see the following:

### [The Academic Personnel Manual](#)

Awards to students must be made in FWS "units". Each unit of FWS is set at a value of \$4,716 which is intended to approximate the gross salary of a 25% GSR at Salary Point 3 for one full academic quarter (at 2023-24 salary rates). Each unit of FWS results in a salary savings for the hiring department of up to \$3,537 per quarter, which is 75% of \$4,716. The maximum annual award per student is six units (two units for each of the three quarters during the academic year). In order to fully maximize the cost savings potential of awarding two units to a single student in a single quarter, the student's gross salary should be at least \$9,432.

GSR salary scales: <https://grad.ucdavis.edu/understanding-your-student-salary>

FWS units may not be transferred to any other department or program.

Graduate Program Fellowship Allocation (GPFA) funds, MEIP Fellowship funds, and Supplemental PhD NRST Allocations funds cannot be used to pay salary or Tuition & Fee remission for academic appointments; this includes students participating in the FWS Program.

**IV. GSR Fee and Tuition Buy-Down Program**

UCD Directive 06-064 outlined a new fee and tuition buy-down program for extramurally supported GSRs. The buy-down program also applies to GSRs participating in the FWS Program. For more information about the buy-down program, please see the following: [Graduate Student Researcher \(GSR\) Buy-Down Information | Finance & Business \(ucdavis.edu\)](#)

**V. Cost Sharing Component of the Work-Study Program**

GSR Tuition & Fee remission is a benefit of employment. The Graduate Student FWS Program is a cost-sharing program for both the GSR salary and the Tuition & Fee remission (NOT Nonresident Supplemental Tuition remission). For more information (notes and examples) and to estimate the cost savings of the FWS program, refer to the “GSR Cost Calculator” worksheet at: <https://grad.ucdavis.edu/work-study-graduate-students>.