

EMS Guideline

Summer Graduate Students on Research Projects

We are anticipating policy from the Graduate School in the next few months that will force all units across the University to appoint Graduate Students during the summer semester as “Summer Graduate Assistant (Research)” with the applicable grade/time level (e.g. Grade 12, ½ time). The Grade/time level entered will correspond with the stipend amount listed on the Table of Stipends for Graduate Assistants (<https://guru.psu.edu/gfug/appendices/APP05.html>). This means you will no longer be able to appoint Graduate Students under Wage Payroll appointments. To be ready for this anticipated change, please review the following:

Proposal Budgets

From now on, please make sure you are budgeting for the Summer Graduate Assistant stipend amounts in your proposals. To do this, you can select the 124 object code (under Category III) in SIMS Budgets. When you have made this selection, a new window will pop up so you can enter the dollar amounts and other details related to this budget line item. You will see a little calculator to the right, above the words “F&A Applied” – click this calculator. A separate window will pop up. Select the tab at the top that says “Cat II Calculation”. Another window will appear where you will be able to enter the Grade Level, as well as the time/effort level (quarter, half or three-quarter time). This will pull the applicable summer stipend rates for the Graduate Student, and you won’t have to do any hand calculations. It also takes into account the annual cost-of-living rate increase.

If you have previously proposed Wages for a graduate student over the summer, and you are worried about the fringe rate that was proposed with those wages versus what the fringe rate will be for the Summer Graduate Assistant; as long as you had the Wage line item proposed under Category III, the same fringe rate will apply to the Summer Graduate Assistant (Research) appointment (Cat III – currently 7.9%).

Post-Award Budgeting

The Summer Graduate Assistant (Research) appointments will hit IBIS as a 124 object code (under Category III), therefore, it is suggested that the Research Office and Departments continue to budget the Summer Graduate Student payments as a 124 object code.

***For Proposals through Cayuse ONLY** - When designing a budget for a proposal process that will be using the Cayuse grant submission platform, please use object code 8004 to budget summer graduate researchers. This allows the Cayuse system to pull the cost into the correct field. If the proposal turns into an award, the post-award administrator will design the award budget using the 124 object code.