

**OGCA PROCEDURES  
STUDENTS ON SPONSORED PROJECTS  
TUITION, FEES, STIPEND SUPPLEMENTATION**

**GENERAL**

It is against University policy to charge student tuition, fees or stipends to research awards and other restricted sponsored projects.

All student payments on research projects must be “compensation” using the appropriate salary subcodes. Students may only be paid on research awards if they are actually working on the award and benefiting the project. Research awards are not to be used to supplement or support student activities or aid programs.

Emory does not allow tuition remission payments on research projects.

Tuition, fees and stipends can only be charged to legitimate training awards (e.g., NIH T, F) (IDC 02), financial aid programs (IDC 07) and financial aid loan programs (IDC 12).

**STIPEND SUPPLEMENTATION**

For students who are receiving stipends on training programs, the stipend amount may be supplemented, so long as:

The supplementation is coming from unrestricted University funds (not restricted awards, in the OGCA range of accounts).

The supplementation process is applied consistently for all students with the same situation, program and status.

The supplementation does not violate any sponsor-specific requirements on supplementation.

The supplementation does not violate any School/AE limitations on student compensation/aid packages.

**INSURANCE**

Student insurance costs are not normally charged to sponsored projects.

Some specific training programs (e.g., NIH T, F) may allow reimbursement to training fellows for out-of-pocket expenses for insurance.

Please contact OGCA before making any student reimbursement insurance payments from an OGCA-range account. Authorization for insurance reimbursements is on an award-specific basis, in accordance with specific authorities under the sponsor’s terms and conditions.

## **PAYROLL SET-UP**

Please contact Human Resources for detailed information on how to establish a student HRAF (Human Resources Action Form) and payroll using the appropriate job codes and FAS subcodes for their activities. The following is only provided as a general summary of FAS subcodes and how OGCA reviews them on sponsored accounts.

### **Student compensation codes**

These codes are allowable on sponsored projects, so long as the student is actually working on the specific account/project being charged. Student costs should not be “parked” on a restricted award. Students should only be compensated on a restricted award based on actual time/hours worked on that project.

- 1810 – student assistant
- 1811 - student compensation
- 1820 – student assistant
- 1830 – student assistant
- 1840 - student assistant
- 1850 – student assistant
- 1860 - student assistant
- 1870 – student assistant
- 1870 – student assistant
- 1880 - student assistant
- 1889 – summer student assistant
- 1890 – work study.

(Note: The use of the work study code may only be established through the work-study program. Departments should not be establishing payments under this code without

### **Student stipend, tuition and insurance codes**

These codes are normally unallowable on sponsored projects, except for legitimate training programs (e.g., NIH T, F). Use of these subcodes in the OGCA range of accounts is only authorized on an award/account-specific basis. Please contact OGCA to verify award/account eligibility before processing payments under any of these FAS subodes.

- 1818 – grad student assistant appointment
- 7110 – scholarships students
- 7210 – traineeships
- 7211 – stipend NRA
- 7225 – NRSA stipend
- 7226 – NRSA stipend
- 7230 – fellowship insurance
- 7300 – grant-in-aid stipend
- 7310 – tuition discount
- 7400 – institutional allowance
- 7500 – prizes
- 7600 – student aid other
- 8355 – insurance other

## MISCELLANEOUS

Some sponsored training programs and fellowship programs restrict additional activities and compensation, as part of their eligibility and appointment process. If you have a student under a training program, please be sure to review all of the restrictions related to that training program, before processing any additional compensation appointments or providing any supplementation.

One Example:

NRSA (NIH T, F) appointments are considered a “full-time” activity and only minimal additional work that does not interfere with, detract from or prolong the training program, is allowed. The training program is considered 40 hours/week and any additional compensation must be in addition to the training activities. In addition, compensation cannot be from a research award that is supporting the Fellow’s research training experience. Other restrictions also apply. A rule-of-thumb for NRSA is that the NRSA stipend must be at least 75% of the total compensation package with no more than 25% additional compensation, for work performed.

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**Please contact OGCA if you have questions regarding student compensation, training restrictions, stipends, insurance or other student compensation issues for a specific project/account.**