Cost to Support Graduate Students Academic Year 2014-15

To: BioMed Directors and Administrators of Graduate Studies  
From: Elizabeth Harrington, Associate Dean for Graduate & Postdoctoral Studies  
Date: August 4, 2014

Dear Directors of Graduate Studies and Faculty Mentors:

Please be aware of the following costs associated with PhD training as you consider your research needs and available resources. The information below is based on BioMed Division and University policy.

This document and attached chart relate to actual charges that will be applied to accounts. This document is being distributed via email to Directors of Graduate Studies. It is expected that programs will, in turn, distribute to faculty trainers within their program.

Graduate student charges depend on the category of appointment. Four categories are defined by The Graduate School based on the student’s primary duties.

**APPOINTMENT TYPES:**

- **Research Assistant (RA):** a student conducting research supported by a research grant awarded to a faculty member (includes NIH R01 and NSF).
- **Teaching Assistant (TA):** a student who is assigned responsibility for assisting in a Brown course (full time appt; hours devoted to TA not expected to exceed 20 hours per week).
- **Trainee:** a student appointed to a training grant (T32, IGERT, GAANN for ex).
- **Fellow:** a student who receives a major portion of their total support through an individual external fellowship or a Division supported fellowship.

Directors of Graduate Studies are responsible for evaluating progress each semester and reporting on this to the Graduate Program, student, and Associate Dean for Graduate & Postdoctoral Studies.
DIVISION SUPPORT/ PROGRAM BANKING:

For all BioMed Graduate Programs, the **Dean’s Commitment Period** will occur during 3 semesters and the first summer within the student’s first 2 years of PhD training. “**Bank**” eligibility for any type of appointment is limited to this time of Dean’s Commitment Period only. In recognition of the extra teaching for BioMed, the EEB Graduate Program receives additional semesters of support from the Dean.

The Division’s Banking policy is being reviewed and will be distributed within the next few weeks. The policy will also be posted on our website: [http://biomed.brown.edu/grad-postdoc/admin/](http://biomed.brown.edu/grad-postdoc/admin/).

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**BioMed Division Support of Graduate Students**

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
<th>Year 6+</th>
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<tbody>
<tr>
<td>BioMed Dean’s Commitment Period</td>
<td>Students supported via grants, bank funds, start-up, GIP, etc</td>
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**Graduate Student Support – Guideline:**

For three semesters and one summer within the graduate student’s training, the Division retains primary responsibility for funding. After the Dean’s commitment period, the responsibility becomes that of the mentor and the Graduate Program. Should there be a disruption in mentor funding, the Graduate Program will be designated to provide primary support.
Division Stipend for PhD students:

For 2014-2015 (9/1/14 – 8/31/15) the Dean of Medicine & Biological Sciences (hereafter, The Dean) approved $29,000 as the annual baseline stipend for Neuroscience PhD students and $27,500 as the annual baseline stipend for PhD students in all other programs. The $27,500 Baseline stipend level is the maximum amount of funds that will be bankable.

There will be a discussion of increasing the graduate student stipend for the 2015-16 academic year.

TUITION CHARGES:

The Brown Corporation eliminated the enrollment fee effective July 1, 2012, keeping all doctoral students at full tuition for all years. This policy has the following effect:

- For Individual Fellowships:
  - Applications for fellowships should be based on budget requirement of full tuition (for 2014-2015, that amount is $46,408).
  - For current fellowships, the maximum allowable tuition will be charged. The Division will contribute the remaining amount.

- For Training Grant Appointments:
  - Applications for training grants should be based on budget requirement of full tuition (for 2014-2015, that amount is $46,408).
  - For current training grants, the maximum allowable tuition will be charged. The Division will contribute the remaining amount.

- For RA and TA appointments:
  - No change in funding – one tuition unit will apply per semester. (For 2014-15, that amount is $5801 per semester).
APPOINTMENT TYPES:

Research Assistant

The Graduate School has clarified that RA charges apply to all RA appointments regardless of:

- the funding source (including start-up, GIP, any grant source, etc);
- institution to which a grant was awarded (i.e., same policy for hospital-based and MBL faculty as for campus-based faculty);

RA CHARGES:

- BASELINE STIPEND: $27,500
- ONE TUITION UNIT PER SEMESTER: $5801
- HEALTH FEE PER SEMESTER: $356
- HEALTH INSURANCE: $3225/year

RA Costs that are in excess of the NIH zero-level postdoctoral cap of $42,000 will be covered by the BioMed Dean’s budget for all years. The Division will not provide relief for the increased stipend costs associated with a stipend that is over the Division baseline stipend level.

Please note that fringe benefit rates apply to RA appointments in the summer semester. These fringe rates are automatic and are in addition to the summer semester stipend charge. The fringe rate in the summer is applied to the postdoc cap level. See this site for updates on fringe rates: http://www.brown.edu/about/administration/policies/fringe-benefit-rates

Teaching Assistant

Teaching Assistant appointments are typically made during the Dean's Commitment Period and are supported by the Division. International students must be evaluated for English proficiency skills and receive appropriate certification by the Center for Language Studies prior to assignment as a TA.

The Associate Dean for Graduate & Postdoctoral Studies reserves the authority to determine all TA appointments. Every effort is made to assign the TA to a course with sufficient amount of time prior to the start of the academic year, in consultation with faculty course leaders, the Associate Deans in Biology, and Directors of Graduate Studies (DGS).

If the Graduate Program chooses to assign a student as a TA and that student is past their Dean’s Commitment Period, the Graduate Program will be responsible for supporting that student. A Graduate Program account can be used to provide the stipend, one tuition unit, one semester of the health fee and health insurance contribution.
**Trainee**

Charges applied to training grants to support the Trainees are determined by the relevant Notice of Grant Award (NGA), institutional policy, and allowable limits as specified by funding agencies.

- **Charges to Training Grant for Students in years 1-3:**
  - STIPEND: up to allowable amount
  - TUITION/HEALTH FEE: allowable amount (Ex: $16,000 for NIH; $10,500 for NSF)
  - HEALTH INSURANCE: allowable amount by grant (For NIH TG: $1450) – see note below

For training grants awarded to Brown University, the BioMed Division will supplement stipend (up to the level of the Division baseline stipend), tuition, and fees as part of its institutional commitment for students in year 1-3.

- **Charges to Training Grant for Students in years 4-6:**
  - STIPEND: up to allowable amount; Mentors and/or Programs will provide stipend supplement for students in years 4-6. *Programs are encouraged to use Program Banks for this supplement.*
  - TUITION/HEALTH FEE: allowable amount (Ex: $16,000 for NIH; $12,000/$10,500 for NSF)
  - HEALTH INSURANCE: allowable amount by grant (For NIH TG: $1450) – see note below

For training grants awarded to Brown University, the BioMed Division will supplement tuition and fees as part of its institutional commitment for students in year 4-6.

**Note: Health Insurance charge for trainee appointments**

Training Grants will be charged for allowable trainee health insurance premium costs. In 2014-2015, the allowable amount of health insurance is $1,450. This amount is charged to the “training related expense category” and is subject to regulations by the funding agency.

If a student is appointed to a training grant and that training grant does not allow insurance to be charged, the program will be expected to contribute $1450 of allowable funds toward each student’s insurance cost.

**Off-campus Training Grant Awards:**

For pre-doctoral training grants awarded to institutions other than Brown University, the BioMed Division will supplement the tuition cost only. Mentors or Graduate Programs are responsible for supplementing the stipend and fees for all students supported by off-campus training grants.
Fellows

BioMed Division Fellowship: Entering pre-doctoral graduate students are typically appointed as Division fellows with costs fully covered by the Division. Students are expected to engage in full time studies and make satisfactory progress, justifying continued support.

Individual Student Fellowships: Students holding external fellowships are appointed as Fellows.

- Charges to Fellowships for Students in years 1 -3:
  - STIPEND: up to allowable amount
  - TUITION/ HEALTH FEE: allowable amount (Ex: $16,000 for NIH; $12,000 for NSF)
  - HEALTH INSURANCE: allowable amount by grant (For NIH TG: $1450) – see note below

The BioMed Division will supplement stipend (up to the level of the Division baseline stipend), tuition, and fees as part of its institutional commitment for students in year 1-3.

- Charges to Fellowships for Students in years 4 -6:
  - STIPEND: up to allowable amount. Mentors and/or Programs will provide stipend supplement for students in years 4 -6. Programs are encouraged to use their Banks for this supplement.
  - TUITION/ HEALTH FEE: allowable amount (Ex: $16,000 for NIH; $12,000 for NSF is full amount)
  - HEALTH INSURANCE: allowable amount by grant (For NIH TG: $1450) – see note below

The BioMed Division will supplement tuition and insurance for students in years 4 – 6.

- Charges for Stipend-only Fellowships:
  - If the fellowship award provides stipend funding only and the student is within the Dean’s commitment period, then the Division will provide the supplement to the stipend and tuition and fees support.
  - If a fellowship award provides stipend funding only (or tuition less than one unit) and the student is past the Dean’s Commitment Period, the mentor/program will provide stipend supplement, funding for one tuition unit per semester, health fees and $1450 for insurance.

- Stipend incentive plan: Stipend incentive bonuses are awarded to students whose fellowship award is equal to or greater than 80% of the BioMed Division approved stipend for the Graduate Program. For 2014-2015, if the total fellowship award is equal to or greater than $22,000, the student will receive a stipend bonus of $150/ month ($1800/ year). The BioMed Division will pay the bonuses for students in years 1 – 3; programs and/or mentors are responsible for bonuses for students in years 4 – 6.
• **Health Insurance Note:**

Health insurance premium charges will be made to student external fellowships in the amounts allowable by fellowship policy. For NRSA awards, this is currently $1,450 of the budgeted “Training Related Expense” category. Banking applies for health insurance premium support alleviated during the student’s first year only.

If the fellowship does NOT provide for health insurance, the Graduate Program or mentor must supply an account for the cost of health insurance, $1,450.

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*See attached chart re Student support*

cc:  Office of the Dean of Biology & Medicine, Warren Alpert Medical School  
Office of the Dean of the Graduate School, Brown University  
Office of the Associate Dean, Biology & Medicine  
Office of the Executive Dean for Administration, Biology & Medicine  
Office of BioMed Research Administration, Biology & Medicine