Cost to Support Graduate Students Academic Year 2018-19

To: BioMed Directors and Administrators of Graduate Studies  
From: Elizabeth Harrington, Associate Dean for Graduate & Postdoctoral Studies  
Date: August 9, 2018

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, P20, NSF, and start up funds).
- **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 student progress each semester and communicating student status to the Graduate Program, student, and Associate Dean for Graduate & Postdoctoral Studies. This status should be entered into GSIM at least one time per year.
DIVISION SUPPORT/ PROGRAM BANKING:

For all BioMed Graduate Programs, the **Dean’s Commitment Period** is 3 semesters plus the first summer during the student’s first 2 years of PhD training. During the Dean’s Commitment Period, graduate programs can use other forms of external support available to them (e.g., T32, NRSAs, GRFs) to defer Division support to students in later years and with programmatic flexibility within the policies and procedures of each graduate program. In recognition of the extra teaching load, the EEB Graduate Program receives eight semesters of support during the Dean’s Commitment Period.

The BioMed Dean’s Deferred Funding (DDF) policy is posted on our website: [http://biomed.brown.edu/grad-postdoc/admin/](http://biomed.brown.edu/grad-postdoc/admin/).

### BioMed Division Support of Graduate Students

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<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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**BioMed Dean’s Commitment Period**

**Students supported via grants, DDF funds, start-up, GIP, etc.**

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### Graduate Student Support – Guideline:

For 3 semesters and 1 summer within the graduate student’s first 2 years of 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 provide primary support.
Division Stipend for PhD students:

For 2018-19 (9/1/18 – 8/31/19) the Dean of Medicine & Biological Sciences (hereafter, The Dean) approved $31,380 as the annual baseline stipend for all PhD programs. It is anticipated that student stipends will increase each 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 RA and TA appointments:**
  - No change in funding – one tuition unit will apply per semester. (For 2018-19, that amount is $6790.00 for each semester).

- **For Trainee Appointments:**
  - Applications for institutional training grants should be based on budget requirement of full tuition (for 2018-2019, that amount is $54,320).
  - For current institutional training grants, the maximum allowable tuition will be charged. The Division will contribute the remaining amount.

- **For Fellow appointments:**
  - Applications for individual fellowships should be based on budget requirement of full tuition (for 2018-2019, that amount is $54,320)
  - For current fellowships, the maximum allowable tuition will be charged. The Division will contribute the remaining amount.

HEALTH SERVICES, INSURANCE CHARGES:

Support includes health services fee, health insurance, and dental insurance. In most cases, the full amount of health services and insurance will be charged for RA appointments, the allowable amount of the grant will be charged for Trainee and Fellowship appointments.
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 as for campus-based faculty);

- RA CHARGES:
  - BASELINE STIPEND: $31,380
  - ONE TUITION UNIT PER SEMESTER: $6,790
  - HEALTH FEE PER SEMESTER: $443
  - HEALTH INSURANCE: $3,846/ year

In 2016, The NIH zero-level postdoctoral cap [link](http://grants.nih.gov/grants/guide/notice-files/NOT-OD-16-047.html) was increased to $47,484 which is the maximum amount that a grant can be charged for student support. Over the past few years, we have used the zero level postdoc cap as our guide. The Division recognizes the impact of this increase on faculty grants so we have established a new Division cap that seeks to give faculty members relief during this transition time. **For 2018-19, the “Cap” applied to Graduate student support costs will be $46,506.**

- 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 postdoctoral cap level. See this site for updates on fringe rates: [link](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 the Office of 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 institutional 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: $1,450) – see note below

  For institutional 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; 10,500 for NSF)
  - HEALTH INSURANCE: allowable amount by grant (For NIH TG: $1,450) – see note below

  For institutional 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 2018-2019, the allowable amount of health insurance will remain at $1,450. This amount is charged to the “training related expense category” or Institutional Allowance section and is subject to regulations by the funding agency.

**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: $1,450) – 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: $1,450) – 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 $1,450 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 2018-2019, if the total fellowship award is equal to or greater than $25,104, 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.
• Students who were awarded a PRESIDENTIAL FELLOWSHIP will be entitled to the higher stipend level for the duration of their training. The stipend “top-up” will be paid by the Program; the source of this funding will be the banked Presidential Fellowship funds.

NEW FOR 2018-19:

Student Reward Policy- This policy was announced in Oct 2017
- Students who have been awarded an external fellowship that provides a stipend level above the standard Division level will be entitled to the additional stipend amount for the duration of their PhD training. The Office of Graduate & Postdoctoral Studies will provide the stipend “top-up” for these students.
- Typically this applies to recipients of NSF GRFP, GILLIAM, NDSEG, etc. Those students who were awarded an NRSA will continue to receive the $1800 bonus after their fellowship concludes.

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. For NSF awards, it’s part of Institutional Allowance. 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.

• (New) Academic Record Charge: This is a new fee assessed to all incoming students. The Dean’s office will pay this fee ($100) for all first year PhD students entering Fall 2018. The support of this charge will be re-evaluated for future years.

cc: Office of the Dean of Medicine and Biological Sciences, Brown University
Office of the Dean of the Graduate School, Brown University
Office of the Associate Dean, Program in Biology, Biology & Medicine
Office of the Executive Dean of Administration, Biology & Medicine
Office of the Director of Financial Planning & Analysis, Biology & Medicine
Office of BioMed Research Administration, Biology & Medicine