



GTA Budget Allocation Policy and Procedure:

Policy:

The Provost delegates to the Graduate School Dean the responsibility of allocating funds for stipend, fringes and tuition. Department/program allocations will be transferred to departmental “A141xx” indexes AFTER an expense has been incurred. One transfer per semester will take place to cover the departmental expenditures in these indexes.

- The budget allocated for tuition can only be spent on tuition and fees (these funds cannot be used for stipend, hourly wages, fringes, etc.).
- The budget allocated for stipend can be spent on stipends, hourly wages, fringes, tuition, and fees for PhD and research-based MS students only (coursework only MS students are not eligible to receive stipend funds allocated by the Graduate School).
- The budget allocated for fringes can only be spent on fringes.
- Tuition funds cannot be used to cover a deficit in stipend or fringes.
- Funds cannot be used for other graduate student or research-related expenses such as graduate student travel, undergraduate research, or post-doc support.
- Funds for graduate student support start-up packages may be charged to A141xx indexes to honor departmental commitments. GTA lines used for this purpose are from the existing allocation. No new GTA lines will be allocated.

Why:

- This policy will help to ensure that general-fund dollars allocated for the support of graduate students are spent appropriately.
- This policy will make it easier to track general-fund expenditures allocated for graduate student stipend and tuition.

Procedure:

- The Graduate School Dean will allocate funds for stipend, fringes, and tuition in the spring semester. Funds will be transferred to departmental “A141xx” indexes AFTER expenses have been incurred. Transfers will take place in November, March, May, and July to cover the department’s expenditures in these indexes.

Revised – July 1, 2021 – Stipend funds may be used for PhD and research-based MS students.

Reviewed by Graduate School.

Revised – July 1, 2020 – Stipend funds are for PhD students only.

Reviewed by the Provost’s Office, Graduate School

Revised – July 1, 2018 – Funds cannot be transferred to start-up indexes, all start-up indexes for graduate student support are closing. Start-up commitments may be charged to A141 indexes to honor departmental commitments.

Reviewed by VPR, Provost’s Office, Budget Office, Graduate School

Effective Date: July 1, 2016

Reviewed by Financial Services and Operations, Budget Office, Graduate School