



**Graduate Student Support Budget Allocation Policy and Procedure:**

***Policy:***

The Provost delegates to the Graduate School Dean the responsibility of allocating funds for stipend, fringes and tuition. Allocations will be transferred to departmental A141xx indexes or in the case of GA coded students, A131xx indexes AFTER an expense has been incurred. Four transfers per fiscal year (November, March, May, and July) 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 or in the case of GA coded students, A131xx indexes to honor departmental commitments. Allocations used for this purpose are from the existing allocation. No new funds 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 or A131xx 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 – October 14, 2022** – A131xx indexes to be used for GA coded students.

Reviewed by VPR, Financial Services and Operations, Sponsored Programs, Graduate School

**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