

Proposals must be completed and routed seven (7) business days before the deadline for OSP to submit the proposal.

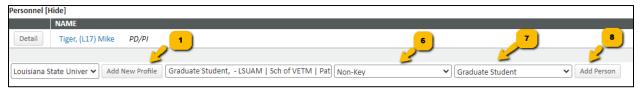
Budgeting for Graduate Assistants – To Be Hired

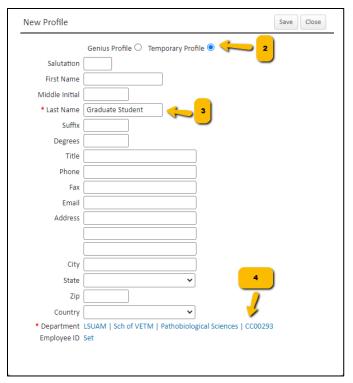
Beginning January 2, 2024, proposals must include Graduate Assistantship (GA) health insurance. Below are instructions for adding To Be Hired Graduate Assistants to the budget.

Budget – Unnamed Personnel

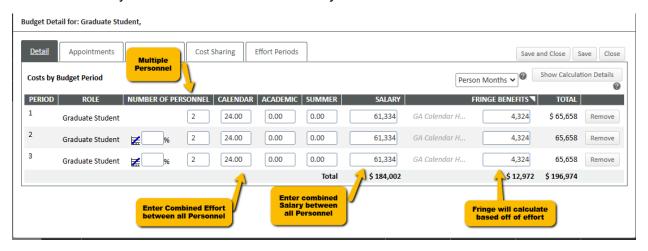
To add an unnamed position or To Be Hired (TBH), follow these steps:

- Step 1: Click Add New Profile
- Step 2: In pop-up window, make sure Temporary Profile is marked
- Step 3: Type position description as Last Name (i.e. Graduate Student)
- Step 4: Enter Department
- Step 5: Click Save
- Step 6: On Personnel tab, select Type of Non-Key
- Step 7: Select Role of Graduate Student
- Step 8: Click Add Person





Step 9: The Budget Detail window will appear for the Graduate Student. Enter number of personnel, effort months (as calendar, academic or summer) and salary requested.
Note: Calculate the effort and salary based on the total number of personnel for each role. For example: If there are 2 graduate students on the project, enter 2 in the Number of Personnel column, cumulative effort and the total salary for both graduate students in the Salary column. Enter inflation for out years if desired.

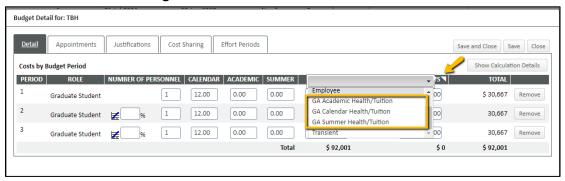


- **Step 10**: Click the white arrow on the Fringe Benefits column and choose the type of health insurance the student should be on to calculate the correct health insurance fringe benefit:
 - GA Calendar Health/Tuition
 - GA Academic Health/Tuition

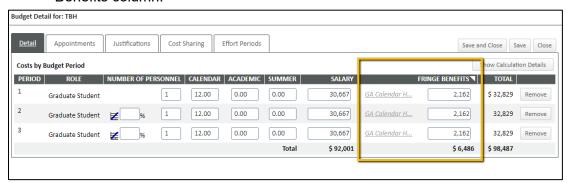
GA Summer Health/Tuition

Tuition remission will populate under Non-Personnel Costs.

Note: If you go back in the record and Update Effort or Salary, you will need to reselect the fringe for it to re-calculate



 You will now see the institution's portion of the GA Health Insurance in the Fringe Benefits column.



- Step 12: Click Save and Close.
- **Step 13**: Under the Non-Personnel section of the budget, you will see the Tuition Remission amount.

