What’s a NRSA?

Guidelines and FAQs for Individual NIH NRSA Awards

Katie Brown, Research Office
Kimberly Clark, Department of Psychology
Session Overview:

• What is a NRSA Award
• When Fs are a good thing: Types of F Awards
• Nuances of NRSAs
  – Eligibility
  – Allowable Costs
  – Unallowable Costs
  – Setting up your NRSA award
  – Supplementation vs. Additional Compensation
  – Reports & Paperwork

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NRSA: What is it?

• National Research Service Award (NRSA) named after Ruth L. Kirschstein
  – First woman director of an NIH Institute (NIGMS)
  – Known for her scientific accomplishments in polio vaccine development
  – Champion of research training and advocate for the inclusion of underrepresented individuals in the scientific workforce

• NRSAs train scientists to address the nation’s biomedical, behavioral, and clinical research needs, especially underrepresented minority students.
Types of F Awards: Predoctoral & Postdoctoral

- **F30**: Individual Predoctoral MD/PhD (or other dual degree) fellowship
- **F31**: Individual Predoctoral Fellowship
- **F31**: Individual Predoctoral Fellowship to promote diversity in Health-Related Research
- **F32**: Postdoctoral Fellowship
- **F33**: Postdoctoral Senior Fellowship

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Eligibility Requirements

• Must be citizen, non-citizen national, or lawfully admitted for permanent residence
  – Permanent Residents:
    • Fellowships: Must have been admitted as a Permanent Resident by the time of award

• Degree requirements

• Full-time work
  – Less than full time requires NIH approval.
  – Less than 50% requires a leave of absence.

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Allowable Costs


• Tuition/Fees
  – Student Service and Health Center Fee

• Institutional Allowance
  – Varies by F mechanism

  *Current rates (per year):*
    • **Predoctoral Fellows:** $4,200
    • **Postdoctoral Fellows:** $7,850
  – Health Insurance
Unallowable Costs

• Employee Benefits
  – Stipends are not provided as a condition of employment
  – Employee benefits - FICA, workman’s comp, unemployment insurance, even 401K contributions, etc.- are not allowable

• F&A generally not allowable
Setting up your NRSA Award

- Graduate Student Contractual Responsibility Form (GSCRF)
- Student Funding Allocation Form (SFAF)
- Update the student’s JED/LAM
- Using the Student Account Credit Form (SACR) to pay mandatory student health fees

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NRSAs and Taxes

• Payroll provides tax information for fellows: http://www.udel.edu/HRSystemsAdmin/processaids/gradstudentmenu.html
• Per HR, UD is not required to report to the gov’t or to withhold taxes on fellowship awards
• Portions of the awards may be taxable income
• Direct your NRSA students to the link above for additional tax information
Can a NRSA Fellow’s stipend be **SUPPLEMENTED**?

Yes under certain provisions:
1) Supplementation is from Non-Federal Funds.
2) There is no additional 'work' obligation to the Fellow.
3) The amount of supplementation is paid in accordance with institutional policies.
4) PHS may NOT be used for supplementation under any circumstances.
5) Federal funds may not be used unless specifically authorized by the sponsor.

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Can a NRSA Fellow receive **ADDITIONAL COMPENSATION**?

**Yes under certain provisions:**

1. There must be an employer-employee relationship (i.e. payments are for services rendered).
2. The amount of compensation is paid in accordance with institutional policies.
3. Cannot be paid from a research grant that supports the research/training plan as approved in the NRSA Fellow's application.
4. Compensation for services rendered MAY be charged to a Federal grant, including PHS research grants.
5. **Compensation should be on a limited, part-time basis apart from training activities and cannot prolong or detract from the award.**
Additional Compensation VS. Supplementation

If the question of paying a Fellow beyond the NRSA stipend rate comes up, discuss the situation with your Contract & Grant Specialist first before paying the Fellow additional funds.
Reports & Paperwork

• Activation Notice (PHS 416-5) --- Mailed
• Annual Progress Report (PHS 416-9) --- Mailed
• Payback Requirement (PHS 6031)
  – Post Doc Fellows only
• Termination form must be completed at the end of the fellowship
  – xTrain
  – Includes a Final Report
  – Can a Fellow terminate early?
    • Yes
    • Implications: partial institutional allowance
• No Final Financial Report

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Example Award Document

Notice of Research Fellowship Award

NATIONAL RESEARCH SERVICE AWARD
Department of Health and Human Services
National Institutes of Health
NATIONAL INSTITUTE ON ALCOHOL ABUSE AND ALCOHOLISM

Issue Date: 08/20/2012

Grant Number: 1F31AA

Principal Investigator(s):

Project Title:

Brown, Katie Nelson
UNIVERSITY OF DELAWARE
210 Hullihen Hall
Newark, DE 197160099

Award e-mailed to: udelawre-awards@udel.edu

Latest Activation Date: 02/19/2013

Dear Business Official:

The National Institutes of Health hereby awards a grant in the amount of $28,303 (see “Award Calculation” in Section I and “Terms and Conditions” in Section III) to UNIVERSITY OF DELAWARE in support of the above referenced project. This award is pursuant to the authority

http://www.udel.edu/research
Resources

• NIH Guide--- (10/2012)
  – Part II: Terms and Conditions of NIH Grant Awards
    • Subpart B: Terms and Conditions for Specific Types of Grants, Grantees, and Activities
      – 11.2 Individual Fellowships

• NRSA NIH webpage: http://grants.nih.gov/training/nrsa.htm
• NIH NRSA F Kiosk: http://grants.nih.gov/training/F_files_nrsa.htm
• NRSA Application Guide: NIH Application Guide for Individual Fellowships
• Refer back to your solicitation
• Call your C & G
Questions?

http://www.udel.edu/research
### Guidelines for Graduate Students on Fellowship or Assistantship Contracts

Students who are awarded a fellowship or an assistantship for the fall and/or spring semester assume a contract with the University and are expected to give their full-time attention to graduate study in those semesters. Students are classified as "on contract" if paid at least 50% of the U.D. minimum stipend in the fall and/or spring semester and are matriculated as a full-time student. Students who receive no stipend but receive a departmental tuition scholarship of at least 50% in the fall and/or spring semester and are matriculated as full-time students are also classified as "on contract." Students who are classified as research assistants and are paid at least 100% of the minimum stipend in the months of June and July and/or August are classified as "on contract" in the summer months.

- Nine graduate credits or sustaining in the fall and spring semesters is the minimum registration requirement to be classified as a full-time student for those who receive a fellowship.
- Six graduate credits or sustaining in the fall and spring semesters is the minimum registration requirement for students to be classified as a full-time student for those who receive an assistantship. Programs may require that students register in more than six credits if holding an assistantship as stated in the plan of study for that program.
- Three graduate credits in research or sustaining in the 7 1/2-week summer session is the minimum registration requirement for students to be classified as a full-time student for those who receive a 100% research assistantship in the summer.
- Registration is not required in Winter Session for students who are classified "on contract" when the contract is written to include the fall and spring semesters.
- Students classified as graduate or research assistants are required to provide an average of 20 hours of service per week in the winter session as part of their fall and spring award.
- Students who receive 100% of the minimum stipend and a 100% tuition scholarship may not hold additional employment on or off campus. As with any professional appointment, the amount of service may vary from week to week, but the average is usually expected to be no more than 20 hours of service per week for the U.D. minimum stipend. Dean's permission is required for any exception to this "no other employment policy" and must be notified to the Office of Graduate and Professional Education.
- Students who receive less than a 100% minimum stipend and are expected to provide service of less than 20 hours per week may accept additional work on or off campus.
- Students who receive a departmental tuition scholarship only (no stipend) may accept additional work on or off campus.
- Students who are classified as "on contract" are eligible to receive the medical and/or dental insurance reduction benefit.
- Students who withdraw or are dismissed from the University during the time of the contract appointment will become responsible for the tuition in that semester.
- The appointment is for the time period as indicated on the contract form and the unit does not need to report non-renewal to the student.
- Federal and state taxes, if applicable, will be withheld from the stipend check.
- Tuition scholarships are not taxed.
- Attendance at the Graduate Teaching Assistant (GTA) workshop is required for all first time GTAs. International GTAs must also attend the ELI ITA training program and meet the SPEAK/UDIA score requirements to be eligible for a GTA appointment.
- Students holding assistantships are expected to be at the assistantship site except for times when the University is officially closed or as noted on the contract form in the reporting hours section. Winter session is considered a regular session and graduate and research assistants are required to be at their assignment site during the winter session time period if the contract has been written from 9/1 through 5/31.
- This contract does not provide for payment of the Student fees that are charged by the University each semester unless so noted as part of the contract.
- An offer of continuation of the appointment is contingent upon satisfactory performance of assigned duties each semester, continued academic eligibility in each semester (minimum cumulative GPA of 3.00), compliance with the University's Code of Conduct, availability of funds and stated policies of the program as to the number of semesters that a student is eligible to receive fellowships or assistantships.
- Any exception to the policies stated must be presented in writing by the appropriate departmental/college office to the Office of Graduate and Professional Education for consideration and action.

Questions? Contact the Office of Graduate and Professional Education at 302-831-8916, or e-mail gradoffice@udel.edu.
### Student information

**Student:**

**E-mail:**

**Resident:** Non-resident

**Academic plan:** PSY-PHD Psychology

### Contract information

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<tr>
<td>Contract end date:</td>
<td>05/31/2013</td>
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<tr>
<td>Tuition Term(s):</td>
<td>2012 Fall Semester (2128)  2013 Spring Semester (2133)</td>
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<td>Student status for this contract:</td>
<td>Sustaining</td>
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<td>Type of appointment:</td>
<td>Graduate Competitive Fellow (701100)</td>
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<td>FTE for stipend:</td>
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<td>Tuition funded:</td>
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<td>Number of average hours to report per week:</td>
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<td>Comment on reporting hours:</td>
<td>Student will be expected to report during Fall and/or Spring breaks.</td>
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<tr>
<td>Comment on funding source:</td>
<td>NRSA Grant</td>
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<td>Student acceptance deadline:</td>
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### Contract acceptance

**Agreement:** I accept this appointment and the responsibilities as stated on this form

**Course to be registered for:** ADMN561014

**List of term(s):** 2012 Fall Semester (2128)  2013 Spring Semester (2133)

### Routing and Authorization

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</table>

A student is sustaining if they have successfully defended their dissertation proposal and submitted the candidacy form to the Office of Graduate and Professional Education. If they aren't sustaining, choose "Full Time".

Dependent upon the NRSA stipend amount (plus any supplements).

Student is required to devote full time effort on the NRSA, but the stipend and tuition scholarship do not come with an additional work requirement.

.5 FTE = Full Time
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