Frequently Asked Questions (FAQs)

Pre-Award

1. What is the max FTE or hours per week that a graduate student can work?

0.50 FTE or 20 hours/week

2. What is the best way to represent graduate student salary and effort in UFIRST?

UFIRST calculates effort on an annualized 12.0 month basis with everyone at a 1.0 FTE. For example, if a graduate assistant makes $25,000, then their annual salary should be reflected as $50,000 in UFIRST. Since a graduate student can only work a maximum .50 FTE, the maximum effort they can devote to a project is 6.0 months, which is equivalent to 100% of their time.

3. How do I determine how much salary to budget for a graduate assistant?

Check with your department's personnel office as this varies by department and college. The salary must be at least the Graduate Assistant Minimum Salaries level.

4. What should I do if I budget at the non-resident tuition rate but hire a resident graduate assistant, or vice versa?

If the proposal budget included the non-resident rate but you hire a resident graduate assistant, you will have a slight surplus of tuition funding. Budgeting at the non-resident (higher) tuition rate is recommended to prevent a shortage of funds. If the awarded budget does not fully cover the actual tuition costs, you may need to re-budget to cover the full tuition amount, which could require sponsor approval.

5. What if a graduate assistant is an interdisciplinary major and has a split appointment (for example a PhD student in public health and sports medicine) and has two school affiliations?

The amount that should be budgeted for salary and tuition is generally dependent on an agreement reached between the two UF departments.

Post-Award

6. Can graduate assistant student fees be charged to sponsored projects?

Generally, student fees may not be charged to sponsored projects. Training grants and some other fellowship mechanisms do allow for student fees to be charged.

7. How do I charge graduate assistant tuition and salary to a grant when the student is working on multiple projects?

Tuition should be charged proportionally to the amount of effort devoted to the project. For example, if a graduate assistant's time is allocated 70% to an NIH R01 award and 30% to a NSF award, then 70% of the graduate assistant's salary and tuition should be charged to the NIH R01 and 30% should be charged to the NSF. It is not allowable to charge 100% of the tuition to an award, if the graduate assistant did not work 100% on that project.

8. If a graduate assistant has an award and they leave the institution or graduate, what happens to the award?

This is highly dependent on the specific sponsor and the terms and conditions of that specific award. Please reach out to the Division of Sponsored Programs (DSP) for guidance.

9. If a sponsored project start date is mid-semester, can a graduate assistant be awarded tuition for that semester? If so, is it pro-rated?

A graduate assistant's tuition cannot be charged to the award for the entirety of the semester, but it can be charged for the portion of the semester that the student worked on the award. Tuition should follow salary, so the amount of tuition charged to the award should be proportional to the salary. For example, if a student began devoting 100% of their effort to an award on March 1, 2021 and continued until the end of the semester on May 15, 2021, 55% of the student's tuition could be charged to the award because the time period (March 1 to May 15) equals approximately 55% of the spring semester.

10. What is the procedure for paying graduate assistant tuition from a grant?

Tuition waiver is a component of the electronic Letter of Appointment system in myUFL. For detailed instructions, see the [Graduate Letters of Appointment guide](#).