

## **NOTICE**

### **TRAINING GRANTS AND FELLOWSHIPS**

There have been many questions on how training grant and fellowship appointments should be established and the type of payroll expenses that are allowable. With many training grants and fellowships starting, the information below is provided to assist departments with this process.

- Stipend definition:** Amount given to person to allow them to continue their education and/or training. There is no expectation of services that the person must perform in exchange for the payment.
- Job codes :** Post Doc (3201)  
Pre Doc (3204)  
Student Stipend (3205) – this job code is used for Medical Residents who receive a training grant.
- Allowable Benefits:** Health and Dental only.  
FICA and Medicare are NOT allowable.
- Funding Sources:** Funding sources that allow the payment of stipends include –
- **Federal Training Grants** (awards codes T32, T35, F31, F30, F32, T21, T80, F38, F33 or T01).
  - **Non-federal fellowships** should be paid similarly to federal training grants subject to sponsor's guidelines.
  - **Departmental/non-sponsored project funds** can pay stipends. This includes unrestricted funds.

It is extremely important that the person has the correct job code assigned at the start of the training program to ensure the stipend is paid versus salary. This will ensure that the person is not charged FICA and Medicare that has to be retroactively refunded.

**If a training grant has not been awarded by the time the training period begins**, the department may pay the stipend for the person from a non-sponsored fund until notice of the training grant has been received. Unfortunately, NIH training grants and fellowships do not allow the use of pre-award costs for either stipend or tuition. In addition, NIH does not allow the payment of stipends on research grants (i.e. R01s).

After the training grant is awarded, departments should work with Grants and Contracts to determine if the stipend can be retroactively charged to the training grant. There are no guarantees that the stipends can be transferred retroactively to the training grant.

**If the training period has not begun and the training grant has not been awarded yet, if the department determines that the person is providing a service**, the person should be coded to receive salary. If this occurs, the salary should not be retroactively changed to a stipend after the training grant has been awarded.