

## COLLEGE OF NATURAL AND AGRICULTURAL SCIENCES

### *Administrative Reference Guide*

#### **DGIA = Departmental Grant-In-Aid**

Revision Date: 05/06/2008

#### ***General Use***

DGIA's are commonly used for the following purposes:

- To pay all or part of a student's fees when they are not employed;
- To pay student fees from a different fund source than that on which the salary is paid (i.e. to pay PFR/NRT/GSHIP for a GSR on PI contract & grant funds if GSR salary is allowable but GSR fees are unallowable; note should be added to BPS Current and Pending Support db)
- To pay the fee differential (\$597.50/academic year as of 8/2/2007), which is not allowable on contracts and grants;
- To pay NRT for Teaching Assistant on dept. funds;
- To pay a scholarship or other award to the student;
- To pay Filing Fee when student is on Filing Fee status (additional information below);

#### ***Guidelines***

DGIA's cannot be used for students who are on Leave of Absence.

DGIA's can only be charged to an **unrestricted fund source**- i.e. 19900 or Various Donors/gift account- because they are not consistently paid for all Grad Students on a regular basis per UCR policy (see OMB Circular A-21 Section C. 1 – 4; OMB Circular A-21 Section J.8.f. and J.41.; UCR's CASB Disclosure Statement Revision Number 1, effective 7/01/00, sections 2.5.2, 2.6.0, and 2.6.1).

A faculty member must pay GSR PFR and GSHIP fees if they hire a GSR at 25% time or more; they cannot decide not to pay the GSR fees simply because their grant does not allow the payment of fees.

#### ***Procedures***

To request a DGIA, the analyst should send an email to the BSGSAC Student Affairs Officer (currently Deidra Kornfeld for B&PS) with name of student, complete FAU, and applicable academic quarter. DGIA's cannot cover part of a quarter- it must cover all 3 months of the quarter.

The Student Affairs Officer will forward the information to the Grad Division. She will also update the Awards Based on Employment (ABE) list to remove the student and make a note that the fees are being paid via DGIA. Removing a student from the ABE list prevents the grant from being charged GSR fees.

*Please note: Some departments prefer to have the analyst or other Business Office employee complete the DGIA form and send it directly to the Graduate Division with copy to the Student Affairs Officer for ABE update. Either mechanism is acceptable.*

Grad Division will process a BEA to transfer funds from the PI's unrestricted fund source to Grad Division. GSR fees are then paid on behalf of the GSR by Grad Division through SIS+. Grad Division is supposed to review fund sources to make sure that it's an unrestricted fund source before they process the BEA for the DGIA.

**If the unrestricted fund source is a “shared” fund, the analyst should update the ERS Shared Fund Definition List by deducting the DGIA from the appropriate FAU.**

Filing Fee notes-

The filing fee may be paid through a DGIA if a faculty member has an unrestricted fund source to use; the DGIA should be processed during the quarter prior to the quarter that the student will actually be on filing fee status.

If the grad student is currently on filing fee status and the faculty member wishes to pay the filing fee, we need to send an email to the BPS BSGSAC Student Affairs Officer requesting that the DGIA be posted retroactively to the prior quarter.

## ***References***

[http://www.whitehouse.gov/omb/circulars/a021/a21\\_2004.html](http://www.whitehouse.gov/omb/circulars/a021/a21_2004.html) - OMB Circular A-21 Section C. 1 – 4; OMB Circular A-21 Section J.8.f. and J.41

<http://www.accounting.ucr.edu/rivds.htm> - UCR's CASB Disclosure Statement Revision Number 1, effective 7/01/00, sections 2.5.2, 2.6.0, and 2.6.1