

COM-P OFFICE OF GRADUATE STUDIES
INFORMATION AIDE FOR STUDENTS / FACULTY APPLYING FOR F30/F31 OR OTHER PREDOCTORAL GRANTS

This document is an informational aide for a University of Arizona Graduate student who is working with a faculty member on the College of Medicine Phoenix campus. The Graduate Studies Office (GSO, formerly Graduate Training Office) has provided this aide to assist with the process of applying, accepting, and processing grants received.

1. If a student / PI mentor intends to apply for a fellowship (F30/F31) or other predoctoral trainee grant, please follow these steps:
 - a. Submit an Intent to Submit a Grant/Contact Application at the link below:
https://uarizona.co1.qualtrics.com/jfe/form/SV_2ozAodROPica2sB
 - b. Work with the assigned ORP Award specialist for budget development and submission of all required documents for the submission your application. For college specific tuition and other rates, coordination with the TReO Pre-Award is required and can be contacted through their email inbox, PBC-TREO-PREAWARD@arizona.edu
 - c. It is the student's responsibility to work with the COM-P Pre-Award Team to determine stipend, insurance and tuition costs (based on your residency tuition eligibility using the Bursar's Office tuition calculator, <https://tuitioncalculator.fso.arizona.edu/#/>) *note – if there are any questions about which tuition rate should be used for the application, please contact GSO.
2. The student must complete **an Intent to Submit a Grant/Contract Application Intake Form (for a fellowship or trainee grant)** at <https://phoenixmed.arizona.edu/research/translational-research-office-resources> and notify GSO. By notifying the GSO we can help track the application and if funded GSO will work with the awarded student/PI mentor and department fiscal officer or designee, to ensure the student is transferred to the appropriate funding mechanisms as soon as the award has been setup in the University systems. For awarded NIH F30, F31, and T32, this would require the student to resign from their current Graduate Assistant/Associate (GA) position prior to initiating the award and being paid a monthly stipend through the students' Bursar Account. Note: some foundations may have different regulations that would allow students to retain their GA position. Please work with the fiscal officer or designee in your PI's (mentor) department to determine whether this is the case.

The purpose of this request is:

- a. GSO would like to ensure maximization of the fellowship/trainee award and ensure the timely processing of employee/student transitions to the appropriate funding source (mechanisms). GSO is knowledgeable of the University processes and can ensure students who move from GA employed position to extramural funding sources can do so without affecting the student financially. For example, if a student resigns from the GA employed position too early in a semester, it could result in the student or PI having to absorb additional costs for tuition and/or insurance.
- b. The Graduate Student should work with their departmental fiscal officer or designee who can help provide a budget for tuition/salary/other costs (insurance and childcare). We want to maximize the funds the student will receive for those expenses.

- c. Please check the application requirements carefully. There may be some program-related information that needs to be requested in advance.
3. Notification of Award: Congratulations! Once you are aware your application has been funded or if you have received a Notice of Award (NOA), please contact your PI (mentor) department fiscal officer and Sponsored Projects Manager (SPM) to make them aware your proposal has been funded.
 - a. Work with your department SPM (or equivalent) to identify processing timelines for account setup as we cannot start expensing to your award until the account setup is completed.
 - i. Student/Faculty/fiscal officer/SPM will set a start date for grants; it is preferable to start all grants July 1st and December 1st so that there are no funding issues moving from GA status (employed) to grant funding status (using Bursar disbursement). Failure to follow this timeline may result in students needing to pay tuition or other expenses.
 - b. Please notify GSO that you have received your notice of award (NOA), so that we can assist with next steps, which may include (but not limited to):
 - i. GA resignation (This is required for NIH awards but may or may not be required for some foundation awards. Please work with your SPM to learn the requirements for your award).
 - ii. In the Student Center ([UAccess student portal](#)), Bursar account, please add your direct deposit information. It is important to note your employee Direct Deposit entered into the HR system will not transfer to the Student Center.
 - iii. In the Student Center ([UAccess student portal](#)), make sure that you are registered for annual Student Health Insurance; if you were on GA, that amount should have been paid for the student, and on a grant that amount should also be paid for the student.
 - iv. If any issues arise with payment of stipends, tuition, health insurance, etc., please notify GSO immediately.
 - v. Students are required to pay the Arizona Financial Aid Trust Fee (as of FY25 \$61 each semester) can be supported by the grant if it is added to the fees budget. If you see other fees, please let GSO know as most of those fees do not apply to Phoenix students.
 - vi. **GSO is here to help students, please reach out if you have questions/concerns.**
4. Procedure for processing payments for fellowship tuition, insurance and stipend costs are as follows.
 - a. At the beginning of the financial aid year, or semester (if spring start date), GSO will enter external award information for tuition and insurance, that will be entered for the entire academic year.
 - i. In the Student Center (UAccess student portal) the student should expect to see aid entered for both semesters. It is important to note that the amounts for each semester for tuition and insurance will not disburse to the student account until 10 days prior to the beginning of the semester.
 - b. On the 25th of each month (or nearest weekday), GSO will enter the student's monthly salary stipend into the UAccess Administrator portal.
 - i. On May 25th (or nearest workday), GSO will process the salary stipend for two months, June and July; GSO decided to adjust this payment cycle so that the students' salary stipends are not held up at fiscal year-end.
 - ii. January stipends will be entered prior to University of Arizona school closure.

1. Students must be aware that if they are registered for spring courses and spring health insurance in December the financial aid and bursar departments may hold this stipend until the beginning of the semester.
- iii. If a student does not receive their salary stipend by the 5th of the month, please contact GSO so that they can assist the student with tracking what happened with the disbursement.
 1. GSO will review the external award for any issues that can be detected or reach out to UA Financial Aid/Bursar for assistance.
 2. The Universities financial system automatically applies revenue towards any balance due on the students account, in which case contacting the Bursar's office may be required to apply revenue towards the stipend. *Please note that any balances due on your student account must be paid in a timely manner.

For questions/concerns, please contact Katharine Gonzales, Graduate Studies Office by email at kgonzales@arizona.edu.