

**POLICY NAME: Policy on Funding Graduate Students 0.25 FTE on Grants**

**POLICY NUMBER:**

<b>Authority Title and Review Information:</b>	<b>Name and Date</b>
<b>Approval Authority:</b>	Dean, College of Education
<b>Responsible Executive:</b>	Jerlando F.L. Jackson, Ph.D., Dean
<b>Responsible Office:</b>	Dean's Office
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**I. POLICY STATEMENT**

This policy establishes the procedures and requirements for funding a graduate assistant (GA) at 0.25 full-time equivalent (FTE) through a grant or sponsored project, wherein the grant provides support for only 0.25 FTE and additional funding is required to meet a minimum or preferred appointment level, such as 0.50 FTE. It aims to ensure equitable treatment of graduate assistants, maintain compliance with university and sponsor guidelines, and clarify coordination between principal investigators (PIs), departments and funding sources.

- Grants that fund only 0.25 FTE of a graduate assistant may be used in combination with other allowable funds, provided all university and sponsor requirements are met.
- The department and/or PI is responsible for identifying and securing additional funding for the remaining 0.25 FTE, if a 0.50 FTE appointment is required.
- If the “other” 0.25 FTE is not secured in advance, the appointment shall remain at 0.25 FTE, and the grant is required to pay all the tuition and fringe, as opposed to be split across the two 0.25 FTE positions.