**LSU** | **GeauxGrants**

Proposals must be completed and routed seven (7) business days before the deadline for OSP to submit the proposal.

## Budgeting for Graduate Assistants – Named

Beginning January 2, 2024, proposals must include Graduate Assistantship (GA) health insurance. Below are instructions for adding named Graduate Assistants to the budget.

## Budget – Named Non-Key Personnel

To add a current graduate student that is hired in Workday, follow these steps:

- Begin typing last name, first name and then choose from list. Select Type (Non-Key) and Role (Graduate Student) from dropdown options and click Add Person. Detail pop-up will appear. Base salary will populate from Workday and default appointment is calendar.



- **If GA will receive calendar health insurance:**
  - Enter the requested person months in the Calendar appointment. Click Save. You will see salary is prorated to number of months entered. In this example, the GA will only work 6 months on the project.



  - Click the Appointments tab to select health insurance type. Under Fringe Benefits column, select type GA Calendar Health/Tuition from dropdown. Click Save. Click the detail tab to return to the Budget details.

- Click the Detail tab. The health insurance will appear in the Fringe Benefits column and be prorated based off the effort. Click Save and Close.



- Tuition remission is calculated automatically in the non-Personnel section of the budget.



- **If GA will receive Academic or Summer health insurance:**
  - Click the Appointments tab and remove the appointment since the appointment for a GA comes from workday as Calendar. Hit Save and go back to the Detail screen.



- Add 1 as the Number of Personnel, enter the months of effort into either the Academic or Summer column and Manually add salary based on the effort. Click Save.

Costs by Budget Period

| PERIOD | ROLE | NUMBER OF PERSONNEL | CALENDAR | ACADEMIC | SUMMER | SALARY |
|---|---|---|---|---|---|---|
| 1 | Graduate Student | | 1 | 0.00 | 9.00 | 0.00 | 23,000 |
| 2 | Graduate Student | % | 1 | 0.00 | 9.00 | 0.00 | 23,000 |
| 3 | Graduate Student | % | 1 | 0.00 | 9.00 | 0.00 | 23,000 |
| | | | | | Total | $ 69,000 |

- Use the Fringe Benefits drop down to select the applicable Fringe based on the effort stated (GA Academic Health/Tuition or GA Summer Health/Tuition) and hit save.



Costs by Budget Period — Person Months — Show Calculation Details

| PERIOD | ROLE | NUMBER OF PERSONNEL | CALENDAR | ACADEMIC | SUMMER | SALARY | | | TOTAL | |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Graduate Student | | 1 | 0.00 | 9.00 | 0.00 | 30 | Employee | 30 | $ 32,397 | Remove |
| 2 | Graduate Student | % | 1 | 0.00 | 9.00 | 0.00 | 30 | GA Academic Health/Tuition | 30 | 32,397 | Remove |
| 3 | Graduate Student | % | 1 | 0.00 | 9.00 | 0.00 | 30 | GA Calendar Health/Tuition / GA Summer Health/Tuition / Transient | 30 | 32,397 | Remove |
| | | | | | Total | $ 92,001 | | | $ 5,190 | $ 97,191 |

- Now you will see the fringe automatically calculated. Click Save and Close.



Costs by Budget Period — Show Calculation Details

| PERIOD | ROLE | NUMBER OF PERSONNEL | CALENDAR | ACADEMIC | SUMMER | SALARY | | FRINGE BENEFITS | TOTAL | |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Graduate Student | | 1 | 0.00 | 9.00 | 0.00 | 23,000 | GA Academic H... | 1,730 | $ 24,730 | Remove |
| 2 | Graduate Student | % | 1 | 0.00 | 9.00 | 0.00 | 23,000 | GA Academic H... | 1,730 | 24,730 | Remove |
| 3 | Graduate Student | % | 1 | 0.00 | 9.00 | 0.00 | 23,000 | GA Academic H... | 1,730 | 24,730 | Remove |
| | | | | | Total | $ 69,000 | | | $ 5,190 | $ 74,190 |

- Tuition remission is correctly calculated under Non-Personnel costs.



Non-Personnel [hide]

| | CATEGORY | PERIOD 1 | PERIOD 2 | PERIOD 3 | DIRECT COSTS | |
|---|---|---|---|---|---|---|
| Detail | Tuition Remission | $ 8,740 | $ 8,740 | $ 8,740 | $ 26,220 | Delete |
| | Subtotal Non-Personnel: | $ 8,740 | $ 8,740 | $ 8,740 | $ 26,220 | |

## Budget – Named Key Personnel

To add a current graduate student that is hired in Workday, follow these steps:

- Begin typing last name, first name and then choose from list. Select Type (Key) and Role (Graduate Student or Co-Investigator, as applicable) from dropdown options and click Add Person. Detail pop-up will appear. Base salary will populate from Workday and default appointment is calendar.

- **If GA will receive calendar health insurance:**
  - Enter the requested person months in the Calendar appointment.  Click Save.  You will see salary is prorated to number of months entered.



- Click Appointments tab to select health insurance type.  Under Fringe Benefits column, select type GA Calendar Health/Tuition from dropdown.  Click Save.



- Click Detail tab and you will see the health insurance amount is in the Fringe Benefits column.  This will be prorated by the effort requested.  Click Save and Close.



- Under the Non-Personnel section of the budget, you will see the Tuition Remission amount.

- **If GA will receive academic or summer health insurance:**
  - Since the Workday appointment is pulled in as calendar for all Graduate Assistants, you will need to clear the appointment. Go to the Appointments tab and click the blue arrow in the Delete column.



  - Go to Details tab, leave base salary blank, enter effort as academic or summer and enter requested salary. In Fringe Benefits column, click Manual Entry.
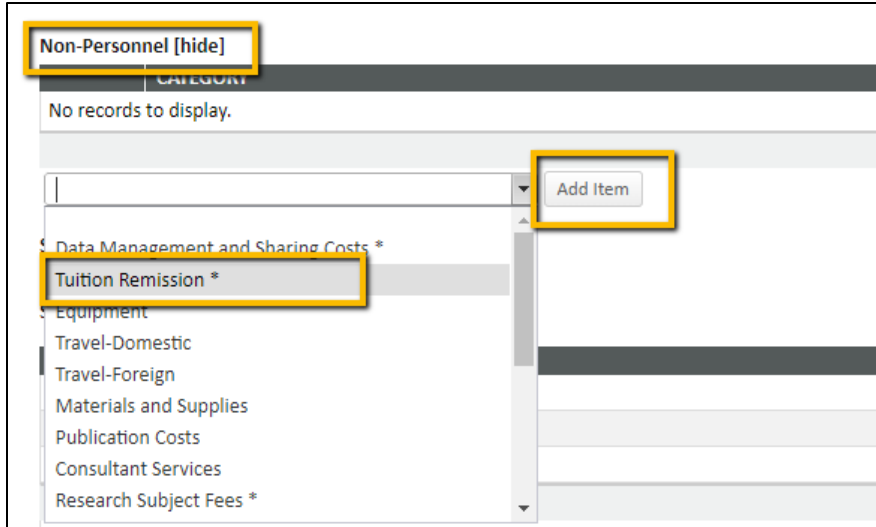


  - In the Fringe Benefits column, type in the correct institutional fringe. In the scenario below, we are using the GA Academic rate of $1730. Click Save and Close.



  - To add Tuition Remission, go to Non-Personnel section of the budget, select Tuition Remission from the dropdown and click Add Item.

- Manually enter Tuition Remission amount as 38% of GA salary. Click Save and Close.