

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

Budgeting for Graduate Assistants – To Be Hired

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

Budget – Unnamed Personnel

To add an unnamed position or To Be Hired (TBH), follow these steps:

- **Step 1:** Click Add New Profile
- **Step 2:** In pop-up window, make sure Temporary Profile is marked
- **Step 3:** Type position description as Last Name (i.e. Graduate Student)
- **Step 4:** Enter Department
- **Step 5:** Click Save
- **Step 6:** On Personnel tab, select Type of Non-Key
- **Step 7:** Select Role of Graduate Student
- **Step 8:** Click Add Person

The screenshot shows the 'Personnel [Hide]' form. At the top, there is a 'NAME' field with a dropdown menu. Below this, there is a row of four yellow callout boxes numbered 1 through 8, each with an arrow pointing to a specific part of the form. Box 1 points to the 'Add New Profile' button. Box 2 points to the 'Tiger, (L17) Mike' text. Box 3 points to the 'PD/PI' dropdown. Box 4 points to the 'Louisiana State Univer' dropdown. Box 5 points to the 'Add New Profile' button. Box 6 points to the 'Graduate Student, - LSUAM | Sch of VETM | Pat' text. Box 7 points to the 'Non-Key' dropdown. Box 8 points to the 'Add Person' button. The form also includes a 'Detail' button and a 'Save' button.

New Profile Save Close

Genius Profile ☐ Temporary Profile ☒ **2**

Salutation

First Name

Middle Initial

* Last Name **3**

Suffix

Degrees

Title

Phone

Fax

Email

Address

City

State

Zip

Country

* Department [LSUAM](#) | [Sch of VETM](#) | [Pathobiological Sciences](#) | CC00293

Employee ID [Set](#)

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- **Step 9:** The Budget Detail window will appear for the Graduate Student. Enter number of personnel, effort months (as calendar, academic or summer) and salary requested.
Note: Calculate the effort and salary based on the total number of personnel for each role. For example: If there are 2 graduate students on the project, enter 2 in the Number of Personnel column, cumulative effort and the total salary for both graduate students in the Salary column. Enter inflation for out years if desired.

Budget Detail for: Graduate Student,

Detail Appointments Cost Sharing Effort Periods Save and Close Save Close

Costs by Budget Period Person Months Show Calculation Details

PERIOD	ROLE	NUMBER OF PERSONNEL	CALENDAR	ACADEMIC	SUMMER	SALARY	FRINGE BENEFITS	TOTAL	
1	Graduate Student	2	24.00	0.00	0.00	61,334	GA Calendar H...	4,324	\$ 65,658 Remove
2	Graduate Student	2 100 %	24.00	0.00	0.00	61,334	GA Calendar H...	4,324	65,658 Remove
3	Graduate Student	2 100 %	24.00	0.00	0.00	61,334	GA Calendar H...	4,324	65,658 Remove
Total						\$ 184,002		\$ 12,972	\$ 196,974

Multiple Personnel

Enter Combined Effort between all Personnel

Enter combined Salary between all Personnel

Fringe will calculate based off of effort

- **Step 10:** Click the white arrow on the Fringe Benefits column and choose the type of health insurance the student should be on to calculate the correct health insurance fringe benefit:
 - GA Calendar Health/Tuition
 - GA Academic Health/Tuition

- GA Summer Health/Tuition

Tuition remission will populate under Non-Personnel Costs.

Note: If you go back in the record and Update Effort or Salary, you will need to reselect the fringe for it to re-calculate

Budget Detail for: TBH

Detail Appointments Justifications Cost Sharing Effort Periods Save and Close Save Close

Costs by Budget Period

Show Calculation Details

PERIOD	ROLE	NUMBER OF PERSONNEL	CALENDAR	ACADEMIC	SUMMER	EMPLOYEE	\$	TOTAL	
1	Graduate Student	1	12.00	0.00	0.00	Employee	00	\$ 30,667	Remove
2	Graduate Student	1	12.00	0.00	0.00	GA Academic Health/Tuition	00	30,667	Remove
3	Graduate Student	1	12.00	0.00	0.00	GA Calendar Health/Tuition	00	30,667	Remove
						GA Summer Health/Tuition	00	30,667	Remove
						Transient	00	30,667	Remove
Total							\$ 92,001	\$ 0	\$ 92,001

- You will now see the institution's portion of the GA Health Insurance in the Fringe Benefits column.

Budget Detail for: TBH

Detail Appointments Justifications Cost Sharing Effort Periods Save and Close Save Close

Costs by Budget Period

Show Calculation Details

PERIOD	ROLE	NUMBER OF PERSONNEL	CALENDAR	ACADEMIC	SUMMER	SALARY	FRINGE BENEFITS	TOTAL	
1	Graduate Student	1	12.00	0.00	0.00	30,667	GA Calendar H...	2,162	\$ 32,829
2	Graduate Student	1	12.00	0.00	0.00	30,667	GA Calendar H...	2,162	32,829
3	Graduate Student	1	12.00	0.00	0.00	30,667	GA Calendar H...	2,162	32,829
Total						\$ 92,001	\$ 6,486	\$ 98,487	

- Step 12:** Click Save and Close.
- Step 13:** Under the Non-Personnel section of the budget, you will see the Tuition Remission amount.

PERIOD	ROLE	NUMBER OF PERSONNEL	CALENDAR	ACADEMIC	SUMMER	SALARY	FRINGE BENEFITS	TOTAL	
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2	Graduate Student	1	12.00	0.00	0.00	30,667	GA Calendar H...	2,162	32,829
3	Graduate Student	1	12.00	0.00	0.00	30,667	GA Calendar H...	2,162	32,829
Total						\$ 92,001	\$ 6,486	\$ 98,487	