

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

Personnel [Hide]

| NAME  |                         |
|---|-------------------------|
| Detail  | Tiger, (L17) Mike PD/PI |
| Louisiana State Univer                        | Add New Profile         |
| Graduate Student, - LSUAM   Sch of VETM   Pat | Non-Key                 |
| Graduate Student                              | Add Person              |

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  **4**

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

Employee ID [Set](#)

- 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
  Multiple Personnel **Multiple Personnel**
 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 | <input type="text" value="2"/>                                  | <input type="text" value="24.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="61,334"/> | GA Calendar H... | <input type="text" value="4,324"/> | \$ 65,658 <span>Remove</span> |
| 2            | Graduate Student | <input type="text" value="2"/> <input type="text" value="0"/> % | <input type="text" value="24.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="61,334"/> | GA Calendar H... | <input type="text" value="4,324"/> | 65,658 <span>Remove</span>    |
| 3            | Graduate Student | <input type="text" value="2"/> <input type="text" value="0"/> % | <input type="text" value="24.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="61,334"/> | GA Calendar H... | <input type="text" value="4,324"/> | 65,658 <span>Remove</span>    |
| <b>Total</b> |                  |   |                                    |                                   |                                   | <b>\$ 184,002</b>                   |                  | <b>\$ 12,972</b>                   | <b>\$ 196,974</b>             |

**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 |                            | \$        | 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        |           |           |  |
|        |                  |                     |          |          |        | Transient                  | 00        |           |           |  |
| 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 | Remove |
| 2      | Graduate Student | 1                   | 12.00    | 0.00     | 0.00   | 30,667    | GA Calendar H... 2,162 | 32,829    | Remove |
| 3      | Graduate Student | 1                   | 12.00    | 0.00     | 0.00   | 30,667    | GA Calendar H... 2,162 | 32,829    | Remove |
| 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     |        |
|--------|------------------|---------------------|----------|----------|--------|-----------|------------------------|-----------|--------|
| 1      | Graduate Student | 1                   | 12.00    | 0.00     | 0.00   | 30,667    | GA Calendar H... 2,162 | \$ 32,829 | Remove |
| 2      | Graduate Student | 1                   | 12.00    | 0.00     | 0.00   | 30,667    | GA Calendar H... 2,162 | 32,829    | Remove |
| 3      | Graduate Student | 1                   | 12.00    | 0.00     | 0.00   | 30,667    | GA Calendar H... 2,162 | 32,829    | Remove |
| Total  |                  |                     |          |          |        | \$ 92,001 | \$ 6,486               | \$ 98,487 |        |