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 – 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

- **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.

- **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

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

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