

Applying for a Pre-Doctoral (F31) or (T32) NRSA

Before You Apply:

Please meet with **Archie Tablada** (Psychology Graduate Office) and the Psychology HR/Payroll Coordinator, both are in the Psychology Main Office Suite, to discuss the differences between having a Graduate Assistantship through the University (stipend, tuition remission, and benefits) and accepting a Fellowship (stipend and in some cases a tuition award), and how each relates to your particular situation.

Archie can be reached at 301-314-2609 or at atablada@umd.edu and the HR/Payroll Coordinator can be reached at 301-405-2137 or at psycpayroll@umd.edu.

Things to Consider (F31 and T32):

NRSA Fellows and Trainees (U.S. citizens or permanent residents) are required to pursue research training full time, which is defined as 40 hours per week OR as specified by the sponsoring institution (**Section 11.2.7**). Grantees may supplement Fellowship/Trainee stipends from non-Federal funds up to a maximum of 10 hours per week, provided the supplementation does not interfere with the research training. For example, GAs can work up to 10 hours a week on campus payroll (see note below regarding health benefits).

11.2.10 Supplementation of Stipend, Compensation, and other Income

Supplementation (Section 11.2.10.1): Fellows can receive a supplement beyond the fellowship on non-Federal funds without any additional obligation for the fellow. Supplementation must be treated equitable across fellowships.

Compensation (11.2.10.2): Fellows may seek part-time employment incidental to their training program to offset further their expenses. Fellows and trainees may spend on average, an additional 25% of their time (e.g., 10 hours per week) in part time research, teaching, or clinical employment, so long as those activities do not interfere with, or lengthen, the duration of their NRSA training. Compensation may not be paid from a research grant that supports the same research that is part of the fellow's planned training experience as approved in the Kirschstein-NRSA individual fellowship or T32 Trainee application. Under no circumstances may the conditions of stipend supplementation or the services provided for compensation interfere with, detract from, or prolong the fellow's approved NRSA training program. Fellowship sponsors must approve all instances of employment on research grants to verify that the circumstances will not detract from or prolong the approved training program.

For example, GAs can work up to 10 hours a week on campus payroll (see note below regarding health benefits).

Stipends provided to Kirschstein-NRSA fellows & trainees are a **subsistence allowance and are not considered a salary**, so accepting a Fellowship means **you will no longer be a University employee and will move off payroll to be paid through the Student Award System**. In addition, the NRSA stipend levels are lower than the UMD stipends paid to GRAs.

1. First, moving off payroll also means that you will **no longer be eligible for health benefits** provided by the University, and instead must purchase them either through the University Health Center or an outside source.
- Note: Students on prestigious external fellowships may be eligible to request reimbursement from the Graduate School for the cost of SHIP up to \$1,500 per academic year.

Family health insurance is not covered.

For information on the Student Health Insurance Plan (SHIP): <https://health.umd.edu/insurance-and-billing/mandatory-insurance-and-waiver>

2. Second, the **maximum amount awarded for tuition is up to \$16,000 per year**, and does not cover Winter and Summer terms.

The Graduate School does have a [Training Grant Fellowship Matching Tuition Award](#) that offers 40% matching tuition up to 10 credits for the Fall and Spring semesters that training grant awardees can apply for to maximize tuition support. *Note, however, that the 40% Graduate School Matching Tuition Award and the NIH maximum amount awarded of up to \$16,000 per year may not be enough to cover 20 credits at the higher rates for Out-of-State students.

However, those GAs that work up to an additional 10 hours a week on campus payroll are eligible for pro-rated tuition at the in-state rate and full health benefits.

3. Third, if you currently hold a Graduate Assistantship with the Department of Psychology, moving to an NRSA stipend could mean your monthly pre-tax amount as a NRSA fellow may be less than that of a Graduate Assistant. In these cases, if funding is available¹, students can request the NIH NRSA stipend be supplemented by the Graduate Office (Psychology Department) to match that of the department's Graduate Assistantship at the student's current level in the program. The supplement is only applicable within the department's five-year funding commitment made to the student in the original offer letter.

By declining your assistantship provided by the department, this can have further implications on your funding package so, it is important to discuss with the Graduate Office.

If You Decide to Apply (F31 Fellowship Only):

Please contact Meredith Tabor (Psychology Grants and Contracts Coordinator) at 301-405-0269 or mtabor@umd.edu, and let her know that you plan to apply. At that time, please provide confirmation from both Archie and the HR/Payroll Coordinator that you have met with them and discussed how a fellowship will affect you.

What to Do After Receiving your Notice of Award (NOA) – F31 only. Faculty receive NOA for T32.

1. The Fellow determines their preferred start date and completes the Activation Notice <https://grants.nih.gov/grants/funding/416/phs416-5.pdf>
2. Send the signed Activation Notice (by fellow and sponsor); a copy of the NOA; a copy of an approved IRB or IACUC protocol; and requested institution tuition information to Meredith Tabor at mtabor@umd.edu.
3. ORA will then sign and return the Activation Notice to NIH, and will create an account once NIH returns the official Notice of Award with project dates.
4. Once the department has an account number, the Psychology Payroll office will request a Student Aid ID number so that you can start receiving your stipends.

Things to Consider:

1. If you are currently on UMD payroll as a GA, keep in mind that your health insurance will terminate at the end of the month you select to activate your Fellowship or are selected as a trainee on a T32. For example, if you decide to activate your Fellowship on September 1 then you will terminate as an employee as of August 31 and because it is the end of the month, your health insurance will end at the same time. If, however, you decide to activate your award starting on September 5, then you will

terminate as an employee on September 4 but your health insurance will not terminate until the end of the month, which will be September 30.

¹Supplemental Funding from the Graduate Office in the Department of Psychology is not guaranteed.

Resources:

<https://gradschool.umd.edu/funding/student-fellowships-awards>

<https://gradschool.umd.edu/health-insurance>

<https://gradschool.umd.edu/funding/fellowship-information/tax-information-fellows>

I have met with the Payroll Office and Archie Tablada, and discussed the specifics with my advisor, and I understand that if I accept an NRSA I am declining a department assistantship and associated employee benefits, and if applicable, may also be impacting my funding package.

Graduate Student Name

Signature

Date

Advisor Name

Signature

Date

HR/Payroll

Signature

Date

Archilline Tablada – Graduate Office

Signature

Date