

## The Graduate Recruitment, Enhancement, and Travel (GREAT) Program Supplemental Funding Business Procedures for Internal Use

The goal of the supplements is to provide a full funding package for eligible nationally competitive dissertation and multi-year external fellowships, federal training grants, and federal research grant supplements to broaden participation. An annual full funding package includes:

1. A monthly stipend of at least \$3,000 per month or up to the monthly amount of the fellowship/training grant stipend if greater than \$3,000 per month;
2. Funding for full tuition and required university and college fees;
3. 12 months of student health insurance; and
4. \$1,500 annual professional development scholarship funding for professional development opportunities, conference travel, research travel, books, etc.

Category I: Supplements for external fellowships awarded directly to individual students

- For external fellowships with five years of stipend funding, the supplements will top off fellowship funding to ensure the fellowship recipient receives a full funding package for up to five years.
- For multi-year external fellowships with less than five years of stipend funding, the supplements will top off fellowship funding in years of active fellowship funding, and faculty, department, or college assistantship or fellowship funding in other years to ensure the fellowship recipient receives a full funding package for up to five years.
- For one- to two-year dissertation fellowships, the supplements will top off fellowship funding to ensure the fellowship recipient receives a full funding package for the duration of the fellowship tenure.

Category II: Supplements for federal training grants awarded to faculty or graduate programs

Supplements will top off training grant funding in year(s) of active training grant stipend funding, and faculty, department, or college assistantship or fellowship funding in other years to ensure the training grant recipient receives a full funding package for up to five years.

Category III: Supplements for federal research grants awarded to faculty to broaden participation

Supplements will top off the federal research grant supplement funding to ensure the doctoral recipient receives a full funding package during the years that the student receives the federal research grant supplement funding.

*These business procedures are intended to serve as a guide for Business Administrators. These are not to be distributed to students receiving supplemental funding from the GREAT Program.*

**The department/IDP must receive approval for GREAT Program supplemental funding. Upon approval, the department/IDP is responsible for posting approved GREAT Program supplemental funding to the awardee's account. At the end of each term, the department/IDP will invoice the Grad School to receive reimbursement for GREAT Program supplemental funding payments posted to the awardee's account. An example of the invoice template is included on page 5. The Grad School will transfer the reimbursement funds to the department/IDP from a 29XXXX account. Fund Code requests can be requested by completing the [Texas A&M New Accounts Request form](#). When completing the form, in Section III, select Other and notate GREAT Program.**

### GREAT PROGRAM SUPPLEMENTAL FUNDING COMPONENTS

*The GREAT Program is for doctoral students that have earned an eligible nationally competitive external fellowship or who are selected by a department/IDP/faculty to be funded by an eligible federal training grant or a federal research grant supplement to broaden participation and are high achieving and highly recruited. The student's credentials should make them competitive in the department/IDPs application pool for competitive scholarships.*

*Departments/IDPs should keep in mind that an external fellowship awarded to the student as a stipend does not qualify the student for a Non-resident tuition waiver. An external fellowship awarded to the student as an Assistantship (50% FTE), does qualify the student for a non-resident tuition waiver, based on the employment in a 50% FTE Graduate Assistantship. Resources: [Grad School NRTW webpage](#).*

## TUITION/FEEES

### TUITION AND FEE PAYMENTS

Approved GREAT Program supplemental funding for resident tuition and required fees (T&F) will be provided for the difference / cost of 9 credit hours (Fall & Spring) or 6 credit hours (Summer) for which the eligible external fellowship, training grant, or research grant supplement does not cover. These supplements will be posted to the awardee's account using the Tuition, Waivers, and Payment Form (TWAPMTS) in Compass. Resources: [TWAPMTS Job Aid](#).

The department/IDP is responsible for posting the awardee's T&F via TWAPMTS. It is recommended that departments use the following contract codes for posting T&F payments:

- Fall & Spring
  - If the Fellowship/Grant **does provide payment of 100% T&F** without fee restrictions – Contract 10: 100% all T&F. Leave the max amount cell blank.
  - If the Fellowship/Grant **does not provide payment of 100% T&F** (e.g., max of 60%) – Contract 93 for the allowable amount that the fellowship/grant covers and contract 10 for the shortfall. Always post the contract (93) that pays partial T&F first and enter the maximum allowable amount in the max cell. Then, post the 100% contract (10) to pay the remaining T&F from the second account. You can use this contract (10) with a maximum amount for the limit, so you do not overpay the awardee.
  - If the Fellowship/Grant **does not provide payment of T&F** – Contract 93: 100% 9 hours graduate tuition, university fees, college fees. Leave the max amount cell blank.
- Summer
  - If the Fellowship/Grant **does provide payment of 100% T&F** without fee restrictions – Contract 10: 100% all T&F. Leave the max amount cell blank.
  - If the Fellowship/Grant **does not provide payment of 100% T&F** (e.g., max of 60%) – Contract 94 for the allowable amount that the fellowship/grant covers and contract 10 for the shortfall. Always post the contract (94) that pays partial T&F first and enter the maximum allowable amount in the max cell. Then, post the 100% contract (10) to pay the remaining T&F from the second account. You can use this contract (10) with a maximum amount for the limit, so you do not overpay the awardee.
  - If the Fellowship/Grant **does not provide payment of T&F** – Contract 94: 100% 6 hours graduate tuition, university fees, college fees. Leave the max amount cell blank.

**Acceptable Verification Documentation for Reimbursement:** Tuition and Required University and College Fees Supplement: TWAPMTS Report “pwt\_036\_XX\_twapmts\_trans\_batch”; or a PDF of the AggieBuy invoice with the awardee's name, term and amount reflected.

## MONTHLY COMPENSATION

### STIPEND PAYMENTS

During the year the awardee is receiving a stipend, approved GREAT Program supplemental funding will be provided for the difference / cost of stipend payments for which the external fellowship, training grant, or research grant supplement does not pay a minimum of \$3,000/month.

The department/IDP is responsible for posting the awardee's stipend like a scholarship via SPARTA. The GREAT Program Stipend supplements count as a resource towards the student's financial aid package. It is recommended that the stipend supplement is scheduled to be disbursed monthly or in accordance with the external fellowship disbursement requirements.

The awardee is responsible for setting up direct deposit for receipt of stipend and stipend supplement funds. Awardees set up direct deposit in their Howdy portal > My Records > Billing Services. In the event a balance is owed to the university, the stipend supplements will automatically go towards the balance on the student awardee's billing statement before any refunds are issued.

**For example:** External Fellowship Stipend is \$26,000/year

- \$26,000 (External fellowship stipend) Posted by the department/IDP
- + \$10,000 (GREAT Program stipend supplement) Posted by the department/IDP\*
- \$36,000/year (Total annual stipend paid to the Awardee)

*\*Department/IDP will request reimbursement for \$10,000 stipend supplemental funding.*

**Acceptable Verification Documentation for Reimbursement:** Screenshot of Compass Screen RPAAWRD

### ASSISTANTSHIP PAYMENTS

During the year the awardee is employed in an Assistantship, approved GREAT Program supplemental funding will be provided for the difference / cost of assistantship payments for which the faculty, department, or college assistantship or fellowship funding does not pay a minimum of \$3,000/month. The department/IDP must employ awardees at an amount equal to or greater than the department/IDPs standard monthly assistantship amount.

The department/IDP is responsible for posting the awardee's supplement like a scholarship via SPARTA. The GREAT Program Assistantship supplements count as a resource towards the student's financial aid package. It is recommended that the stipend supplement is scheduled to be disbursed monthly.

The awardee is responsible for setting up direct deposit for receipt of supplement funds. Awardees set up direct deposit in their Howdy portal > My Records > Billing Services. In the event a balance is owed to the university, the stipend supplements will automatically go towards the balance on the student awardee's billing statement before any refunds are issued.

**For example:** Assistantship is \$26,000/year

- \$26,000 (Assistantship) Posted by the department/IDP
- + \$10,000 (GREAT Program stipend supplement) Posted by the department/IDP\*
- \$36,000/year (Total annual assistantship plus stipend supplement paid to the Awardee)

*\*Department/IDP will request reimbursement for \$10,000 assistantship supplemental funding.*

**Acceptable Verification Documentation for Reimbursement:** Canopy Transactions Report

## ANNUAL PROFESSIONAL DEVELOPMENT SCHOLARSHIP FUNDING

The GREAT Program is for doctoral students that have earned an eligible nationally competitive external fellowship or who are selected by a department/IDP/faculty to be funded by an eligible federal training grant or a federal research grant supplement to broaden participation and are high achieving and highly recruited. The student's credentials should make them competitive in the department/IDPs application pool for competitive scholarships.

### Annual Professional Development Scholarship Funding

During the year the awardee is receiving approved GREAT Program supplemental funding, the awardee will receive \$1,500 in scholarship funding from the GREAT Program for professional development opportunities (conference travel, research travel, books, etc).

The department/IDP is responsible for providing this funding to the awardee via either of the following:

1. Posting the funding to the awardee's account via SPARTA. The professional development scholarship funding will count as a resource towards the student's financial aid package. Scholarships are not taxed but are taxable.
  - a. The awardee is responsible for setting up direct deposit for receipt of funds. Awardees set up direct deposit in their Howdy portal > My Records > Billing Services. In the event a balance is owed to the university, the scholarship funds will automatically go towards the balance on the awardee's billing statement before any refunds are issued.
  - b. The awardee should not be required to provide verification of how the scholarship money will be spent.
  - c. The Grad School will post annual developmental scholarship funding for IMSD T32, NIEHS T32, and active NSF GRFP awardees via SPARTA.
2. Allocating allowable expenses to the department/program account on the awardee's behalf. This method may minimize tax implication for the awardee.
  - a. Prior to the end of the award year, it is expected that the department/program post any gap in funding to the awardee's account via SPARTA (see item 1).

*\*Department/IDP will request reimbursement for the \$1,500 Professional Development Scholarship funding.*

**Acceptable Verification Documentation for Reimbursement:** Screenshot of Compass Screen RPAAWRD if funds are posted as a scholarship; PDF of concur report detail page or AggieBuy invoice(s) if funds are allocated to a department/program account.

## HEALTH INSURANCE

Awardees are eligible to receive funding for 12 months of student health insurance. Business Administrators should visit with the department HR Liaison to discuss benefit options for awardees.

### HEALTH INSURANCE FOR GRADUATE ASSISTANTS

During the year the awardee is employed in a benefit eligible assistantship:

- The awardee is eligible to participate in a TAMUS insurance program as a Graduate Student Employee.
- Except for the 60-day waiting period, the employing unit pays 12 months employer contribution for the graduate student employee health plan.
- *The GREAT Program will NOT provide supplemental funding / reimbursements for health insurance for graduate students employed in a benefit eligible assistantship.*

### HEALTH INSURANCE FOR GRADUATE FELLOWS

During the year the awardee is receiving a fellowship stipend and is not employed in a benefit eligible assistantship:

- The awardee is eligible for [graduate student fellow benefits](#) and may participate in a TAMUS insurance program (A&M Grad Plan), or enroll in the [graduate Student Health Insurance Plan \(SHIP\)](#).
- Fellows must pay for the medical insurance premiums and then request reimbursement.
- GREAT Program supplemental funding will be provided for health insurance premium reimbursements (medical only), and the \$4.70 / month mandatory fee for life insurance. This \$4.70 fee is only charged to students enrolled in the A&M Grad Plan.

The awardee must initiate the reimbursement request by submitting the proof of payment to their department/IDP.

The department/IDP must submit a [Scholarship/Fellowship Payment Request Form](#) to Scholarships and Financial Aid (SFAID) for each insurance reimbursement request. The department/IDP should indicate “this payment is for the GREAT Program” in the comments/notes section. To ensure that the students are not out of pocket for an extended period, departments/IDPs should submit the reimbursement request within 1-3 business days after receiving proof of payment.

SFAID will post the reimbursement to the awardee’s financial aid account. The awardee will receive the funds typically in 3-5 business days. Insurance reimbursements count as a resource towards the student’s financial aid package. Thus, upon receipt of the first reimbursement request, SFAID will calculate health insurance reimbursement amounts for the remainder of the entire fall and spring semesters to proactively account for this in the awardees financial aid package.

The awardee is responsible for setting up direct deposit for receipt of funds. Awardees set up direct deposit in their Howdy portal > My Records > Billing Services. In the event a balance is owed to the university, the reimbursement funds will automatically go towards the balance on the student awardee’s billing statement before any refunds are issued.

*\*Department/IDP will request reimbursement for the insurance reimbursement amounts paid to the awardee during the respective semester. See page 6 for further details on insurance premiums and examples of maximum reimbursement amounts based on the 2023-2024 premium categories.*

**Acceptable Verification Documentation for Reimbursement:** Screenshot of RPAAWRD page in SPARTA



**THIS INVOICE TEMPLATE IS BEING PROVIDED AS AN EXAMPLE. PROVIDED HERE IS THE OFFICIAL INVOICE FORM, OR ON THE GRAD SCHOOL WEBPAGE, FOR STAFF/ADMINISTRATOR USE.**

**GREAT PROGRAM SUPPLEMENTAL FUNDING  
DEPARTMENT/IDP INVOICE FOR REIMBURSEMENT**

Submitter Name: \_\_\_\_\_ Submitter Email: \_\_\_\_\_

Department / IDP: \_\_\_\_\_

Term and year for which supplemental funds were expended: \_\_\_\_\_  
*Ex. Fall 2023*

29 Destination account for the Grad School to transfer funds: \_\_\_\_\_  
*Format XX-29XXXX-XXXX*

Additional documentation verifying the GREAT Program supplemental funding payments to the awardee(s) should be attached. The following documents will be accepted as verification of the supplemental payments for which reimbursement is requested. Please highlight the awardee(s) on the respective documents.

- Tuition and Required College and University Fees Supplement: TWAPMTS Report “pwt\_036\_XX\_twapmts\_trans\_batch” or a PDF of the AggieBuy invoice with the awardee’s name, term and amount reflected.
- Monthly Stipend or Assistantship Supplements
  - Fellowship Stipend Supplement: Canopy Transactions Report; and/or
  - Fellowship Assistantship Supplement: Canopy Payroll Actual Report
- Scholarship for Professional Development: SPARTA: Screenshot of RPAAWRD, PDF of concur report detail page or AggieBuy invoice(s)
- Insurance Reimbursement Supplement: SPARTA: Screenshot of RPAAWRD page

Enter information for the students awarded GREAT Program supplemental funding. Attach additional sheets if necessary.

Student Name	UIN	T&F Supplement (\$)	Fellowship Stipend Supplement (\$)	Assistantship Stipend Supplement (\$)	Insurance Reimbursement Supplement (\$)	Professional Development Scholarship (\$)	Total Reimbursement Requested (\$)
<b>GRAND TOTAL REIMBURSEMENT REQUESTED</b>							

\_\_\_\_\_  
Printed Name of Department Head/IDP Chair or Designee

\_\_\_\_\_  
Signature of Department Head/IDP Chair or Designee

\_\_\_\_\_  
Date

*Please contact the Grad School at 979.845.3631 or at [great@tamu.edu](mailto:great@tamu.edu) if you have any questions*



### INSURANCE REIMBURSEMENT FOR GRADUATE STUDENT FELLOWS

This information applies to Dissertation, Avilés-Johnson, IDP Merit, Pathways to the Doctorate, NSF-GRFP (active tenure), and NIH IMSD fellows/trainees, and recipients of GREAT Program supplemental funding that are NOT employed in a part-time benefit eligible 50% FTE (20 hours / week) Assistantship.

Premium Category	Grad Plan Monthly Premium	Grad Plan Annual Premium	Fellow's Monthly Out of Pocket	Fellow's Annual Out of Pocket	Fellows Maximum Monthly Reimbursement	Fellows Maximum Annual Reimbursement	Fellow's Monthly Out of Pocket After Reimbursement	Fellow's Annual Out of Pocket After Reimbursement
Student	\$ 252.00	\$ 3,024.00	\$ 252.00	\$ 3,024.00	\$ 252.00	\$ 3,024.00	\$ -	\$ -
Student + spouse	\$ 504.00	\$ 6,048.00	\$ 504.00	\$ 6,048.00	\$ 504.00	\$ 6,048.00	\$ -	\$ -
Student + child(ren)	\$ 669.00	\$ 8,028.00	\$ 669.00	\$ 8,028.00	\$ 540.30	\$ 6,483.60	\$ 128.70	\$ 1,544.40
Student + family	\$ 921.00	\$ 11,052.00	\$ 921.00	\$ 11,052.00	\$ 640.42	\$ 7,685.04	\$ 280.58	\$ 3,366.96

Graduate student fellows not employed in a part-time benefit eligible 50% FTE Assistantship are eligible for graduate student fellow benefits and may participate in a Texas A&M University System (TAMUS) insurance program. Fellows must pay for the medical insurance premiums and then request reimbursement. Eligible fellows participating in a TAMUS insurance program may request reimbursement at an amount equivalent to the cost of the employer contribution for the same premium category on the A&M Grad Plan which is available to graduate students employed in a 50% FTE assistantship. Eligible fellows participating in a non-TAMUS insurance program may request reimbursement for the cost of medical insurance at an amount equivalent to the cost of the employer contribution for the employee only premium category on the A&M Grad Plan.

Unless otherwise indicated, fellows must submit verification of payment by Jan. 15 and Aug. 15 for the respective academic year (ex. Jan. 15, 2024, for payments made between Sept. 2023 and Dec. 2023, and Aug. 15 for payments made between Jan. 2024 and Aug. 2024.)

*Departments / Colleges will follow the same practice for College Merit Fellows using funding from the Grad Merit Allocations or other funds.*

### 2023-2024 A&M GRAD PLAN PREMIUMS

This table reflects the monthly and annual premiums for Graduate Assistants employed in a part-time benefit eligible 50% FTE (20 hours / week) Assistantship and enrolled in the A&M Grad Plan.

Premium Category	Grad Plan Monthly Premium	Grad Plan Annual Premium	Employer Monthly Contribution	Employer Annual Contribution	Employee's Monthly Premium	Employee's Annual Premium
Employee	\$ 252.00	\$ 3,024.00	\$ 252.00	\$ 3,024.00	\$ -	\$ -
Employee + spouse	\$ 504.00	\$ 6,048.00	\$ 504.00	\$ 6,048.00	\$ -	\$ -
Employee + child(ren)	\$ 669.00	\$ 8,028.00	\$ 540.30	\$ 6,483.60	\$ 128.70	\$ 1,544.40
Employee + family	\$ 921.00	\$ 11,052.00	\$ 640.42	\$ 7,685.04	\$ 280.58	\$ 3,366.96

Source: 2023-2024 A&M Care Plan Premiums including the A&M Grad Plan Retrieved 7/17/23 from <https://assets.system.tamus.edu/files/benefits/website/PremiumsFTPT12.pdf>

### RESOURCES

- [Graduate Student Fellow Benefits](#) eligibility and required forms
- Employee Premiums can be found on the [TAMUS Benefit Webpage](#) – select *Medical Insurance > Employee Premiums Full-Time and Part-Time 12 Months*

## RECRUITMENT TRAVEL AWARDS

The GREAT program provides travel awards to faculty to bring high-achieving prospective doctoral students for TAMU campus visits. Awards are up to \$1,000 per prospective student. Prospective doctoral students should be:

1. A recipient of a GREAT Program eligible external fellowship; or
2. A competitive candidate for a GREAT Program eligible external fellowship or GREAT Program eligible federal training grant; and
3. In their last year of undergraduate studies or master's studies.

GREAT Program travel requests/ reimbursements are submitted through InfoReady, via two options:

- 1) A travel request can be made, before the prospective student has traveled.
  - a. The department/IDP submits a travel request via InfoReady.
  - b. If approved, the Grad School Program will reach out notifying the department/IDP. The department/IDP is responsible for submitting receipts via email to [great@tamu.edu](mailto:great@tamu.edu) within 30 days after the travel has taken place to process for reimbursement.
  - c. Departments are strongly encouraged to submit a travel request for prospective students to verify eligibility for a GREAT Program travel reimbursement.
- 2) A travel reimbursement can be made after the prospective student has traveled.
  - a. A department/IDP submits a request via InfoReady within 30 days of the prospective students travel.
  - b. The Grad School program will notify the department/program if their request has been approved and begin the reimbursement process.
  - c. Travel reimbursement may be denied if the student does not meet the eligibility criteria.

*\*GREAT Program travel reimbursements are only for the eligible prospective student(s). GREAT Program Reimbursement will not be provided for expenses incurred by accompanying individuals.*

*\*The Grad school will reimburse the department; the department is responsible for payment for the expenses or for processing reimbursement to the prospective student.*

Travel expenses will be reimbursed from a 24 account thus the destination account must also be a 24 account.

**Acceptable Verification Documentation for Reimbursement:** itemized receipts for lodging, airfare, car rental, gas, shuttle/ Taxi, mileage, parking, meals. Departments should note the prospective student(s) name on each receipt.