

## **EHHD Policy: Hiring Graduate Research Assistants with External Funds**

(November 7, 2016)

Effective immediately, the following policy governs the hiring of Graduate Research Assistants. Hiring graduate research assistants (GRAs) with external grant funds is encouraged to provide research experience for graduate students while accomplishing the aims of your project.

1. In order to fairly compensate a GRA, you must include in the grant budget sufficient funds to cover the cost of the stipend that the GRA will receive, proportional benefits, as well as a supplement for health insurance.
  - a. In EHHD the stipends provided GRAs will be \$11,000 per academic year for 19 hours per week of work. 19 hours per week of work is the maximum number of hours that a GRA can be employed. The stipend may be prorated when the workload is less than 19 hours per week. For example, a GRA needed to work only 10 hours a week will receive a stipend of \$5500/year versus \$11,000/year.
  - b. All GRAs will receive an additional \$130 per month to supplement health insurance costs regardless of the number of hours for which the GRA is employed. Put another way, this monthly health supplement will not be prorated by the number of hours worked per week.
  - c. The following benefits rates apply
    - i. 9% benefits rate for GRAs taking less than 6 credits
    - ii. 1% benefits rate for GRAs taking 6 credits or more.
2. Unlike Graduate Teaching Assistants (GTAs), GRAs are not awarded tuition waivers. Including tuition costs into your grant budget for GRAs to take at least 6 credits is highly recommended and will make the offer more competitive. In-state tuition rates apply to all graduate students who work as Graduate Assistants regardless of their state of residency. Current resident graduate tuition and fees may be found at the following website: [http://catalog.montana.edu/expenses/#Fee\\_Schedule](http://catalog.montana.edu/expenses/#Fee_Schedule)

*NOTE: If you plan to hire undergraduates: Be sure that the total amount of time that they are working anywhere on campus does not exceed 20 hours per week and their hourly wage is commensurate with the wages they are being paid by other departments for similar work.*