**2021-22**

**WORK-STUDY AWARDING GUIDELINES**

**For Graduate Student Researcher Positions**

Graduate Studies has allocated Federal Work-Study (FWS) awards to graduate programs to be used for Graduate Student Researcher (GSR) positions during the 2021-22 academic year. This allocation is designed to give graduate programs additional funds that may be used for the support of quality domestic graduate students who show financial need. Financial Aid and Scholarships (FAS) manages the awarding process.

Deadlines

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| March 2 | Priority submission for the FAFSA. |
| September 28, 2021 | Deadline for fall quarter Graduate Financial Aid Work-Study Request Form submission |
| December 28, 2021 | Deadline for winter quarter Graduate Financial Aid Work-Study Request Form submission |
| March 28, 2022 | Deadline for spring quarter Graduate Financial Aid Work-Study Request Form submission |

1. Financial Aid Eligibility for Work-Study

To be eligible to receive FWS award, a student must be a US citizen and/or a permanent resident; who qualifies for need-based financial aid. Non-resident alien students (generally on a J-1 or F-1 Visa) are not eligible for FWS. Students must have filed a 2021-22 Free Application for Federal Student Aid (FAFSA).

Determination of a student’s eligibility is based on their financial need. The financial need must be equal to or greater than the combined salary and fees for the requested appointment. Please refer to [*The Work Study Calculations worksheet*](https://grad.ucdavis.edu/sites/g/files/dgvnsk9301/files/inline-files/work_study_calculations_2122.doc)*.* The student’s current unmet need may be found on their RPAAWRD form in banner.

Nominations for work study should be submitted to Financial Aid via the Graduate [Work-Study Employment Eligibility Form](https://fas.ucdavis.edu/Forms/WorkStudy). An email confirmation will be sent to the graduate coordinator when the award(s) are approved and posted to Banner. Questions regarding a student’s need, requirements, holds, changes to FWS award, or to schedule a training session, please contact the Work-Study Manager at workstudy@ad3.ucdavis.edu.

**If a student’s eligibility changes, FAS will notify the graduate coordinator. The graduate coordinator will need to inform the student of the revision in their work-study award.**

1. Processing Graduate Work-Study

All FWS positions require the following documents:

* [*GSR Work-Study Employment Eligibility Form*](https://fas.ucdavis.edu/Forms/WorkStudy)
* [*Graduate Work-Study Time Sheet (Monthly)*](https://financialaid.ucdavis.edu/work-study/docs/monthlytimesheet.pdf)

Once the ***GSR Work-Study Employment Eligibility Form*** (*GRS WSE*) is approved, Financial Aid & Scholarships will update the form with the student’s Work Study Postion Pool ID. The Department/Graduate Program must then retrieve the form online and send it to their UCPath Service Channel. More details about the process flow may be found here: <https://financialaid.ucdavis.edu/sites/g/files/dgvnsk2561/files/files/page/Work-Study%20GSR%20Process%20Flow_9.9.2020.pdf>. If you have any questions about this process, please contact the Work-Study Manager at workstudy@ad3.ucdavis.edu.

**Work-Study Position Pool ID in UCPath is critical and must be entered accurately to GSR’s Position in order for Work-Study funds to apply. Position –Job –Student Employee must be a 1-1-1 relationship.**

1. General Guidelines

FWS GSR awards only apply to appointments between October 1, 2021 and June 30, 2022. Programs are to stipulate which academic quarter(s) the appointment(s) is to be utilized. UC Davis does not allocate FWS for summer employment (July 1 to September 30, 2021).Students must have a minimum GPA of 3.0, be in good academic standing, registered as full time graduate student, and not have exceeded the 21 quarter maximum academic appointment limit. For more information on eligibility requirements and payroll see the following:

[The Academic Personnel Manual](https://aadocs.ucdavis.edu/policies/apm/ucd-app-ii/appendix-ii-b.pdf)

Awards to students must be made in FWS “units”. Each unit of FWS is set at a value of $3,290 which is intended to approximate the gross salary of a 25% GSR at Step III for one full academic quarter (at 2021-22 salary rates). Each unit of FWS results in a salary savings for the hiring department of up to $2,467.50 per quarter, which is 75% of $3,290. The maximum annual award per student is six units (two units for each of the three quarters during the academic year). In order to fully maximize the cost savings potential of awarding two units to a single student in a single quarter, the student’s gross salary should be at least $6,580.

GSR salary scales: <https://grad.ucdavis.edu/understanding-your-student-salary>

FWS units may not be transferred to any other department or program. Additionally, there will be no reallocation process in 2021-22 since the FWS units are intentionally over-allocated for the academic year.

Graduate Program Fellowship Allocation (GPFA) funds, MEIP Fellowship funds, and Supplemental PhD NRST Allocations funds cannot be used to pay salary or Tuition & Fee remission for academic appointments; this includes students participating in the FWS Program.

1. GSR Fee and Tuition Buy-Down Program

UCD Directive 06-064 outlined a new fee and tuition buy-down program for extramurally supported GSRs. The buy-down program also applies to GSRs participating in the FWS Program. For more information about the buy-down program, please see the following: [https://grad.ucdavis.edu/non-resident-supplemental-tuition-programs.](http://accounting.ucdavis.edu/EX/buydownfaq.cfm)

1. Cost Sharing Component of the Work-Study Program

GSR Tuition & Fee remission is a benefit of employment. The Graduate Student FWS Program is a cost-sharing program for both the GSR salary and the Tuition & Fee remission (NOT Nonresident Supplemental Tuition remission). For more information (notes and examples) and to estimate the cost savings of the FWS program, refer to the “GSR Cost Calculator” worksheet at: <https://grad.ucdavis.edu/work-study-graduate-students>.