

Questions from Changes to Student Award Payments for GradStar Users Webinar

These questions weren't answered during the webinar

- ◆ **Some grants do not allow for fringe to be charged. How do we enter the payments in a way that will not charge fringe and will stay compliant with the grant, e.g. NIH Training grant?**
 - Payments in GradStar do not add fringes. The only fringe would be if you decided to pay tuition, fees, and health insurance.

- ◆ **When will the additional training take place?**
 - Training is available on an ongoing basis. The training videos are available in Carolina Talent and on the CC Info [website](#) as well. Additional materials are available on The Graduate School [website](#). You may also request training by completing this [form](#).

- ◆ **I don't recall seeing the list of dates - when the student term starts and when it ends, either at the end of the semester or for the full year. Is that available yet?**
 - The semester dates are published on the Office of the University Registrar's [website](#). In addition, The Graduate School sends a list of important dates and deadlines to all GradStar users at the beginning of each term.

- ◆ **If a correction to a payment is needed and made in GradStar, does that translate over to the financial system ConnectCarolina, or is a journal required in addition to the posting in GradStar to have this hit the financial system?**
 - Yes, it does. GradStar creates the appropriate journals to debit and credit entries when awards are entered and/or edited or removed. You would only need to do a journal entry for a prior year fiscal year award, and the journal type would be JOT.

- ◆ **How is the value of a frame financial assistance when it is not used towards the completion of the degree? It is given because all requirements of the degree have been completed. Would the value of the frame be qualified or non-qualified expense?**
 - Any educational benefits paid because of enrollment in a postsecondary education institution, or to cover postsecondary education expenses is financial assistance. The assumption for this part of the definition is that the student would not be receiving the assistance (graduation award, gift, prize, scholarship, etc.) if he or she was not enrolled at a postsecondary institution.

- ◆ **All our T32, F31, F32, F33 awards has travel allowance/budget. most students use the allowances for conferences/events of their choosing. for the most part, these allowances are considered financial aid by definition. The travel office has instructed departments to charge conference registrations on our Pcards. Should we now give students/trainees their registration costs through GradStar and not worry about charging them on our Pcard? Should we tell the students to do their own registrations with the funds we pay out from GradStar? If so, this will change some business processes in our unit going forward.**
 - If the travel is determined to be financial aid, then you would provide the funds through GradStar, and not the P-card. Students will need to pay their own registrations (and other travel expenses) for all travel that is determined to be financial aid.

- ◆ **How does paying travel via GradStar interact with the new travel system? How would they use CONCUR if we pay them via GradStar?**
 - The two systems are not connected. You would not use Concur to pay a travel award (financial aid) to a student. You would use GradStar.

These questions were answered during the webinar:

- ◆ **Do paid commencement awards count as these prizes?**
 - Those payments would still be reported in GradStar. Because they are getting an award based on their enrollment at the University, it would need to be reported in GradStar.

- ◆ **That student travel example seems pretty hazy. Would any student presenting at a professional conference count as “university business”? Only if they have faculty approval? Where’s the line between “university business” and the student’s educational benefit? It’s pretty much always both.**
 - An argument can be made that payments for student travel benefits both the individual and the University. However, there is distinction
 - Student is primary beneficiary - facts show that the purpose for the payment is for educational assistance to aid in the pursuit of study or independent research. Most awards and individual travel grants would typically fall into this category.
 - University is primary beneficiary - facts show the purpose of the payment is to reimburse the individual for business expenses incurred on behalf of the University. The University has a clear business interest in paying the student’s travel expenses (i.e., the student is representing the University at the conference or event or travels to support research that primarily benefits the University).
 - Example for University Business might include : A UNC student travels to a conference out-of-state. The department has asked the student to represent UNC at the conference by attending and presenting a poster at the conference.

- ◆ **Are all student payroll amounts pulled into the Department Awards/Student Payments chart? Or only those funded by state funds?**
 - All of the payroll amounts for RAs and TAs are pulled in into the Department Awards/Student Payment charts.

- ◆ **I noticed that the travel award option says "travel award graduate." Does that mean undergraduate travel does not need to be processed in GradStar?**
 - Undergraduate travel does need to be processed in GradStar as well.

- ◆ **Do other items of recognition given to graduating seniors need to be accounted for in GradStar (diploma frames, padfolios, cords, medals, etc.)?**
 - If the department is purchasing the cords and frames for the student, then they would need to be reported in GradStar.

- ◆ **I'm slightly confused by "adding a fellowship to qualify for remission." Does fellowship stipend income go toward the remission minimum just like TA/R.A. income does? Is that true for all fellowships or only some, and if it's the latter, how do we know which ones count?**
 - Departments are able to choose. The example that was used in the webinar was a choice made to show the new functionality. Going forward, you're able to choose which awards can be charged towards tuition and fees and health insurance.

- ◆ **For travel, should we wait for receipts/proof of travel before applying travel awards? Or, are we required to award the full travel award in the beginning of the semester and hope that it gets used as intended?**
 - We're going to provide some guidance in a document we're working on. We do recommend that you keep receipts for students that you're working with, but they won't be uploaded into GradStar or turned into the Travel Office.

- ◆ **When selecting award type, is there a guide on what type to choose and how the charges will vary based on type? Is fringe every charged in relation to these award payments?**
 - There is a GradStar User guide which will help you determine how you enter the awards.
 - For fringe, if it is outside of tuition, fees, and health insurance: GradStar doesn't charge any additional fringes to any amounts entered as payments.
 - For fringe that is in-state tuition remission fees and health insurance: GradStar does charge when you enter the award and save it, the amounts may be prorated to the amounts of those student payments.

- ◆ **Can you demonstrate how to enter the stipend amount into Gradstar? and if the TG can pay for remission- how do we enter it?**
 - That will be demonstrated in individual and group training that is planned.

- ◆ **What if a department pays for the conference registration fee for a student so they do not need to wait to be reimbursed via GradStar? Is there a way to record the benefit in GradStar without pushing payment to the student? This assumes they are not travelling on University business.**
 - Departments should not be prepaying for travel if it is financial aid. It needs to be paid in GradStar.

- ◆ **Has campus units decided on a payment schedule. We have heard 5/2/5 with the SOM but can someone confirm this, so we are consistent with the stipend distribution.**
 - There is not a one-size-fits-all with grants. Departments are going to have to decide for what best fits their department.

- ◆ **Is there a deadline for entering training grant stipends into GradStar for Fall payment?**
 - We have an initial deadline of September 30 for all tuition and fee awards but understand that some training grants don't start until later. The system will be available for awards that start later.

- ◆ **In the example of the student receiving a check & plaque for an award, is only the monetary award reported in GradStar as financial aid?**
 - Both the monetary award and the value of the item should be reported in GradStar, so that it can properly be accounted for as financial aid.

- ◆ **For clarification, travel for students are going to be entered in GradStar correct? If the trip expenses are reimbursed in GradStar, what do we do with the receipts and itemization of costs?**
 - We are putting together some guidance. If the expenses are reimbursed in GradStar, you would keep the receipts but not enter them in GradStar. If the travel is for University business, you would process it the way you normally do.

- ◆ **If one of our students gets a travel award and we're uncertain about how to correctly classify it, whom should we ask for help?**
 - Contact the Graduate School Office or the Student Aid Office.

- ◆ **Will GradStar be "opened" for award entry for a longer period of time to account for these changes?**
 - We don't expect to open it longer than September 30 for normal entry. The actual award entry itself isn't that much more complex than it is currently.

- ◆ **For memberships such as Delta Omega, where the school pays student memberships fees directly to Delta Omega, would that be considered financial aid and need to be entered into GradStar?**
 - The federal guidelines are very clear: if the payment is being made because the student is a student and is an education-related expense, then it qualifies as financial aid. In this case, it sounds as though, yes, it would need to be entered into GradStar.

- ◆ **When selecting award type, is there a guide on what type to choose and how the charges will vary based on type?**
 - Yes, there will be definitions in our policy guide.

- ◆ **If the in-state tuition is not coming from our IS pot for the department, can we just delete it out or change it, if we still want to use the TR feature?**
 - No, you can't do TR without doing in-state. You're not allowed to do a remission award without doing in-state, you'll need to change your chartfield string if you want to do TR.

- ◆ **The earlier slide listed exceptions such as travel and prizes, but a second slide said these items would be entered in GradStar. Can you please confirm if travel is going to be reimbursed in the travel system or GradStar?**
 - You'll have to decide if the travel is benefiting the student or the University and then you'll know which system to use. We'll have examples when we have the guidance completed.

- ◆ **When will the students receive training grant payments in the Fall?**
 - The earliest the student can receive a payment is the first day of the fall semester. The student will receive the payment based on when the department enters the payment in GradStar. For example, if the department enters the payment in the system on September 1, the student will receive the payment two or three days after.