

## SOM GRADUATE STUDENT STIPEND POLICY

1. A monthly stipend will be paid to all School of Medicine graduate students in the following Ph.D. programs: Behavioral Neuroscience, Biochemistry & Molecular Biology, Cancer Biology, Cell & Developmental Biology, Molecular & Medical Genetics, Molecular Microbiology & Immunology, Neuroscience, Physiology & Pharmacology, Program in Molecular & Cellular Biosciences, Biomedical Engineering, Biomedical Computer Science, and Environmental & Biomolecular Systems. Stipends will be paid while students are registered for a full-time course load (minimum 9 hours of 600-level courses) and engaged in research training. Stipends will not be paid during leaves of absence.
2. The School of Medicine Graduate Council is responsible for setting the stipend level each fiscal year (July 1 - June 30). Council will review stipend levels during the fall term and make its recommendations to the Associate Dean for Graduate Studies by January 1<sup>st</sup> each year. All stipend recommendations are subject to final approval by the Dean of the School of Medicine. **The recommendation for the stipend range for 2014-2015 is \$27,000 to \$28,500.**
3. Graduate Council will set the minimum stipend to be paid to first-year students in all Programs. This stipend level will also be the minimum stipend paid to all advanced students (i.e., students beyond the first year).
4. Graduate Council will set the maximum stipend that can be paid to advanced students. Council will strive to keep the difference between entry-level stipend and the maximum stipend as small as possible.
5. All stipends paid to School of Medicine graduate students must fall within the range approved by the Graduate Council and Dean. Individual Programs may set stipend levels for advanced students anywhere within the approved range. Program may specify multiple stipend levels within the range, as long as the Program establishes a consistent internal policy (e.g., a Program could decide that stipend level within the range will increase when the student passes the qualifying exam or advances to candidacy). Stipend levels for advanced students are determined by the student's Program, regardless of the primary administrative affiliation of the mentor.
6. Students who are awarded a stipend from a competitive individual fellowship (e.g., NSF, HHU) that exceeds the Graduate Council minimum will be allowed to receive that stipend. However, this stipend must completely replace stipend funds from other sources.
7. Students who are awarded an individual fellowship stipend that falls below the Graduate Council minimum shall receive additional stipend support from either the mentor, the mentor's primary administrative unit (as defined by the OHSU unit credited for indirect cost earnings), or the Program such that the total stipend falls within the Graduate


Council range. Fund from external or internal sources may not be used to exceed the Graduate Council maximum for these students.

8. The stipend range specified by the Graduate Council will be exclusive of fees and tuition. Mentors or Programs must pay for any portion of tuition that is not waived and the following fees for full-time Ph. D. students: Building Fee, Student Activity Fee, Resource Fee, Health Service Fee, Major Medical, Dental and Vision. Mentors or Programs must also pay the Incidental Fee, except for the portion designated for student membership in the March Wellness center. Mentors or Programs may voluntarily pay for other fees, but programs must establish their own policies to ensure consistency and fairness in the treatment of all students within the same program.
9. Mentors of advanced students are ordinarily expected to take primary responsibility for providing funds needed for stipends, fees and any portion of the tuition that is not waived. When the mentor is unable to provide such funds (e.g., due to a temporary lapse in grant support), the mentor's primary administrative unit is expected to assist the mentor by providing bridge funds. If the mentor's primary administrative unit is unable to provide sufficient funds, the mentor should also request bridge funds from the director of the student's Program. The mentor and Program Director will notify the Associate Dean for Graduate Studies if it appears that funds from the Program or mentor's administrative unit are insufficient to cover a lapse in the mentor's ability to pay for stipend, fees, or tuition. The Associate Dean will strive to develop a reserve fund that can be used to assist in such situations.
10. Program Directors are ordinarily expected to take primary responsibility for determining that a student's stipend, fees, and tuition are paid whenever an advanced student leaves the laboratory of one mentor to begin training with a different mentor. If a student leaves the first lab before a new mentor has been identified, the Program will assume primary responsibility for paying the student's stipend, fees, and tuition during the transition. The Program Director will notify the Associate Dean for Graduate Studies if it appears that Program funds are insufficient to provide support during the transition. The Associate Dean will strive to develop a reserve fund that can be used to assist in such situations.
11. The School of Medicine Office of Graduate Studies will have responsibility for reviewing and approving paperwork related to payment of graduate stipends. However, department chairs, program directors, and program administrators are expected to monitor stipend levels within their programs and aid in enforcement of this policy.
12. The Associate Dean for Graduate Studies and the student's department chair or program director must approve any exceptions to this policy.
13. The Graduate Council will review this policy annually. Policy changes must be approved by the Graduate Council, Associate Dean for Graduate Studies, and Dean of the School of Medicine.

14. This policy replaces previous stipend policies. It will go into effect upon approval by the Graduate Council, Associate Dean for Graduate Studies, and Dean of the School of Medicine.

This document was originally approved by the Graduate Council on January 8, 2008. The latest administrative update was completed on DATE

Approved by the Associate Dean for Graduate Studies



*Alison D. Fryer*

Alison D. Fryer, Ph.D.

Date

*April 2014*

Approved by the Senior Associate Dean of Education



*George Mejicano*

George Mejicano, M.D.

Date

*4/24/14*

School of Medicine