**Hiring and Paying Marquette Personnel with Grant Funds**

Principal Investigators are responsible for the selection of grant-funded personnel and must adhere to the University's policies and procedures regarding recruitment, hiring, and supervision.

**How do I Pay a Faculty from my Grant?**

Most faculty who wish to be paid from a grant are already Marquette employees and do not need to go through the hiring process. Rather, they now need to have their wages paid from grant funds instead of through the funds associated with their existing line. In order to do this, a Salary Verification Form (SVF) needs to be completed. College-specific forms are available from your college business office.

* + Submit a SVF to your Business Director.
  + The authorization of wages to be paid from the grant can only be done for the time period covered by the active increment of the grant. Thus, a SVF may be needed for each year of a grant. In addition, if a grant goes into a no cost extension, a SVF will be needed to pay wages during that time.
  + SVFs need to be done for all faculty, including the Principal Investigator (PI).
  + Individuals who receive grant funding will be asked to certify their effort for audit purposes.
  + Effort must be charged to the grant as it is committed. For example, one month of summer cannot be charged to the grant if the work is actually taking place during the academic year.
* Effort reporting is required for each semester (Fall, Spring, Summer).
* Grants Accounting sends an e-mail to the PI (or Business Director in the College of Health Sciences) to confirm effort processed through payroll.
* Confirmation of effort needs to be e-mailed back to Grants Accounting by designated date.

**How do I Hire/Pay New Employees Classified as Faculty (e.g., Postdoctoral Fellows, Research Associates) on my Grant?**

These positions should the follow the hiring process outlined at <https://www.marquette.edu/provost/faculty-search-hiring-appointment-process.php>. Please see the above section for payment information.

Research Associates

Research Associates can be faculty (hired as above) or staff. If hired as staff, the process is outlined on the HR site <https://www.marquette.edu/hr/hiring.shtml>

Reappointments and Continuation of Pay

Faculty have annual contracts that need to be renewed through the Office of the Provost. Submit a Salary Verification Form (SVF) and Recommendation of Appointment Form to your Business Director to begin this process at least a month prior to the end of the contract.

Additional Requirements for Postdoctoral Fellows at the time of hire

* If a postdoctoral fellow is being supported with funding from the National Institutes of Health, the individual must request an eRA Commons account by e-mailing [postaward@marquette.edu](mailto:postaward@marquette.edu)
* Responsible Conduct of Research training is required for postdoctoral fellows if funded through the National Science Foundation. Request registration in the RCR program through [postaward@marquette.edu](mailto:postaward@marquette.edu).

**What are the Steps for Hiring/Paying a New Graduate Assistant or a Continuing Graduate Assistant on My Grant?**

1. Make an offer to a graduate student using the Graduate Assistantship Offer Letter found on <https://www.marquette.edu/grad/financial-aid.php> Work with your Director of Graduate Studies on the letter. (If in the College of Health Sciences, please work with your Business Director on completing the offer letter)
2. Provide a copy of the fully signed offer letter, which includes the student’s signature, to your College’s Business Director, the Graduate School, your department’s student coordinator, and [postaward@marquette.edu](mailto:postaward@marquette.edu) (the Office of Research and Sponsored Programs; ORSP). This letter is used by the Business Director to initiate the electronic salary authorization. The salary authorization needs to be completed before the student can begin work. The Graduate School must have a copy as qualified grant-funded graduate assistants will receive [supplemental stipends](https://www.marquette.edu/grad/grad-assist-supplemental-stipends.php) from the Graduate School.
3. Verify with your student that s/he has completed an I-9 form, particularly if they are hired for the summer or in the middle of a semester. Graduate students MUST work with the Graduate School to complete the I-9 within 72 hours of employment. Please see <https://www.marquette.edu/grad/finaid-rules-assist-guidelines.php>. The Graduate School will reach out to all graduate students who do not have an I-9 on file prior to the beginning of the fall and spring semesters. (This step is for new graduate assistants only.)
4. Complete a Student Grant Support Form for tuition. Refer to your grant application to understand the tuition credit commitments promised. Marquette’s Tuition Credit policy can be found here (<https://www.marquette.edu/grad/financial-aid-faculty-staff.php>)

How Much Do I Pay My Grant-Funded Graduate Assistant?

The following are items to take into consideration when determining a stipend for grant-funded graduate students.

* How much did I budget at the time of application?
* Is the student already being paid?
* What are the ranges for the department given by the Director of Graduate Studies (DGS)?
* Are there any special qualifications required (e.g., bilingual) or special training needed?
* What are the departmental norms for this type of work?

What is the Difference Between Hiring a Graduate Assistant v. a Graduate Student?

Graduate research assistants are graduate students conducting academically significant research under the direction of a faculty member. Graduate research assistantships are awarded by departments with faculty members engaged in research projects.

Graduate students who are not on assistantships can be paid hourly via student employment. Questions to ask to help make this determination include:

* Is the job related to the student’s schooling?
* Is the job part of a larger research initiative (as opposed to project based)?

What Else Do I Need to Know When Hiring a Graduate Student?

* Qualified grant-funded graduate assistants will receive [supplemental stipends](https://www.marquette.edu/grad/grad-assist-supplemental-stipends.php) from the Graduate School for fall and spring semesters (not summer). Supplemental stipends are either full, or half, and are not prorated less than half. They are provided to help students offset their health insurance or other living expenses.
* The length of time for employment must fall within the grant period.
* Not all grants line up with academic year. PIs should follow pay periods so students know what to expect.
* Graduate students may be able to accept outside employment. For students supported on grant awards, external employment will be dependent on the terms and conditions of the grant award. There are certain fellowships and other funding opportunities that specifically prohibit or limit additional employment. In these cases, the terms and conditions of the sponsor must be followed.
* If a graduate student is being supported with funding from the National Institutes of Health, the student must request an eRA Commons account This request can be made by e-mailing [postaward@marquette.edu](mailto:postaward@marquette.edu)
* Responsible Conduct of Research (RCR) training is required for graduate students if they are funded through the National Science Foundation. Registration in the RCR program can be requested by e-mailing [postaward@marquette.edu](mailto:postaward@marquette.edu).
* Full time, or 100% effort, for a graduate student is equal to 20 hours per week, whether it be during the academic year or during the summer. If you wish to have a student work up to 40 hours per week in the summer, then their pay must be increased in accordance with the amount worked.

**What are the Steps for Hiring a New Staff Person on My Grant?**

When hiring a staff person on a grant award, all standard Marquette policies and practices must be followed. Please see <https://www.marquette.edu/hr/hiring.shtml>. The only exception is if a staff person is named in the grant application, the minimum posting period is waived. Also, please note:

* There must be funds in the grant account for the employee wages prior to entering into the Final Hiring Stages.
* The length of time for employment must fall into the grant period.

How Do I Pay an Existing Staff Person with Grant Funds?

If the staff person is already a Marquette employee, they were named in the grant application, and their wages now need to be paid from grant funds instead of through the funds associated with their existing line, a Salary Verification Form (SVF) needs to be completed. . College-specific forms are available from your college business office.

* + Submit a Salary Verification Form (SVF) to your Business Director.
  + The authorization of wages to be paid from the grant can only be done for the time period covered by the active increment of the grant. Thus, a SVF may be needed for each year of a grant. In addition, if a grant goes into a no cost extension, a SVF will be needed to pay wages during that time.
  + Individuals who receive grant funding will be asked to certify their effort for audit purposes.
  + Effort must be charged to the grant as it is committed. For example, one month of summer cannot be charged to the grant if the work is actually taking place during the academic year.
* Effort reporting is required for each semester (Fall, Spring, Summer).
* Grants Accounting sends an e-mail to the PI (or Business Director in the College of Health Sciences) to confirm effort processed through payroll.
* Confirmation of effort needs to be e-mailed back to Grants Accounting by designated date.

**How do I Hire an Undergraduate Student on my Grant?**

When hiring an undergraduate student on a grant award, all standard Marquette policies and practices must be followed. Undergraduate students must be hired through <https://www.marquette.edu/mucentral/financialaid/ses_index.shtml>.

* There must be funds in the grant account for the undergraduate student wages prior to hiring the student.
* The length of time for employment must fall within the grant period.
* If an undergraduate student is being supported with funding from the National Institutes of Health and will be devoting *more than 160 hours* to the project over the course of a year, the student must request an eRA Commons account – provide link to guidance – request by e-mailing [postaward@marquette.edu](mailto:postaward@marquette.edu).
* Responsible Conduct of Research training is required for undergraduate students if funded through the National Science Foundation (NSF), the United States Department of Agriculture (USDA) or on other select awards. Request registration in the RCR program through [postaward@marquette.edu](mailto:postaward@marquette.edu).

If you have any questions about the hiring/paying process, please contact your College Business Director.