DGRP eREX Guidelines: Post-All But Dissertation (ABD) Status

The full eREX process sets up a DGRP student's subcontract for the period that they are to be funded by PNNL post-ABD status. **Students are not eligible to start at PNNL until they have achieved ABD status.**

A full eREX must be submitted to ORSO **at least 60 days prior** to the DGRP student's PNNL funding start date – typically year 3 of their involvement in the program. Students are required to notify their departments and the DGRP of their transition timeline **90 days prior** to the funding start date to ensure that both PNNL and WSU can process the student's subcontract ahead of the funding start date.

During this period of PNNL funding, students will receive full tuition waivers for the fall and spring semesters provided by the WSU Graduate School through the WSU Graduate School All But Dissertation (ABD) Waiver Program (two semesters) and through a commitment for tuition flex waivers (two semesters). **Tuition waivers are not available during summer semesters**; therefore, WSU and PNNL may elect to employ the student on a wage basis set equivalent to the stipend and benefit fees.

Students working off-site from WSU at PNNL are eligible for a partial mandatory fee waiver at WSU. All other mandatory fees are covered by PNNL during this 24-month period and should be included in the budget.

- To request fee waivers for off-site work, department administrators contact the student account SharePoint email address on a student's behalf.
  - Do not copy anyone else on the request as replies will also post to the site.
  - If you have questions or need assistance, email the WSU Bursar's Office.

- Resources: Graduate School Costs, Tuition Cost with Assistantship, Tuition Tables by Campus

- Waivable mandatory fees by campus for students on-site at PNNL are currently as follows:

WSU Pullman
Student Recreation Center Fee
Health Fee
Pullman Transit Fee
CUB Renovation Fee
Media Fee

WSU Tri-Cities
Union Building Fee

WSU Spokane
Health Fee

WSU Vancouver
Technology Fee

- Non-waivable mandatory fees that should be detailed on the budget and covered for the student are:
  - Student & Activity (S&A) Fee
  - Building Fee
  - Safety and Transportation Fee (TC Campus only)

Guidance is provided below for filling out the DGRP eREX for a student's transition to PNNL:

- **General Info:**
  - List WSU advisor as PI, with DGRP student as Co-PI.
  - Project information (Attachment 1 on the eREX) should reference the research that the student plans to work on at PNNL (**Updated Proposal for work at PNNL**).
  - Project period should be the term that the student will be funded by PNNL (up to 24 months).
    - **Start dates follow normal semester appointments (January 1, May 16, or August 16) unless otherwise approved by the DGRP**.
    - For example, a fall 2020 start date would use the term 8/16/2020 - 8/15/2022.

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        - Note: The student is expected to begin PNNL-related work on the date that PNNL funding begins, regardless of whether the student is physically on location at PNNL.
    - PNNL should be listed as the sponsor/agency name. There is no subagency, and DGRP is the program/unit.
    - Agency Contact: Lara Hastings at PNNL.
    - Reference the DGRP Guidelines in the RFP section.
- **Deadline**:
    - *60 days prior to student's start date of PNNL funding.* ***Note: ORSO requires 5 business days' notice: an eREX for DGRP should be submitted 65 days before the student plans to transfer to PNNL. (For example: if the student plans to start at PNNL on May 16, the eREX must be submitted by March 10.)***
- **Checklist:**
    - Work with WSU advisor to confirm answers to checklist questions.
- **Credit:**
    - Work with WSU advisor to confirm how this should be listed.
- **F&A:**
    - Automatic (off-campus at PNNL is 26%)
- **Attachments:**
    - **Attachment 1: Updated Proposal for work at PNNL**
        - The attachment can be the original advisor research statement from the DGRP application if the scope of work has not changed.
        - If the scope has changed, an update to the research statement is required.
    - **Attachment 2: WSU Approved Budget:** Download a copy of current WSU budget workbook.
        - A certified budget must be provided on the WSU Budget Workbook broken down by year for two years (up to 24 months).
            - Start dates at PNNL are January 1, May 16, or August 16
        - SALARY & BENEFITS:
            - Stipend level must be at **Step 100** or five steps above the department norm, whichever is greater.
        - TRAVEL:
            - Include a minimum of $2500 per year for student conference travel.
        - F&A:
            - off-campus at PNNL is 26%.
        - Grad School will waive tuition (up to four academic semesters) while DGRP students are at PNNL. Do not include this in the budget.
    - **Attachment 3: PDF of DGRP Guidelines**
    - **Other Attachments:**
        - DGRP acceptance checklist signed by student and both advisors (copy of acceptance checklist can be found in the pre-proposal eREX that was originally submitted).

Please contact ORSO@wsu.edu and cc DGRP@wsu.edu with any eREX submission questions.