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. Departments are required to notify the DGRP ([DGRP@wsu.edu](mailto:DGRP@wsu.edu)) of the student’s 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, the student will receive a full academic year tuition waiver (up to four semesters) provided by the WSU Graduate School. 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 may be eligible for mandatory fee waiver. If a student is being charged fees related to a WSU campus but not at the WSU campus to receive the benefit of those fees (i.e. the University Recreation Center in Pullman), then the student’s home academic department needs to send a request to the WSU Office of Student Accounts to have the fees removed from his/her student account. These location fees are generally the mandatory fees found on the tuition rate schedule.

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.
  - Project period should be the term that the student will be funded by PNNL (up to 24 months).
    - **Start dates should 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.
    - 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.
  - Bruce Simanton, Phone: 509-375-7608 is the agency contact. Reference the DGRP Guidelines in the RFP section.

- **Deadline:**
  - **60 days prior to student’s start date of PNNL funding.**

- **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**
  - **Attachment 2: WSU Approved Budget:** Download a copy of current [WSU budget workbook](https://wsu.approvedbudgetworkbook.com). A certified budget must be provided on the [WSU Budget Workbook](https://wsu.approvedbudgetworkbook.com) broken down by year for two years (up to 24 months).
    - **Start dates at PNNL are January 1, May 16, or August 16**
    - **Salaries & Benefits** - Per DGRP Guidelines, stipend level must be at step 85 or five steps above the department norm, whichever is greater.
    - **F&A** - at PNNL is 26% (off-campus).
- Grad School will waive tuition (up to four academic year semesters) while DGRP students are at PNNL. Do not include on the budget.
- For information on allowable and unallowable travel expenses, see DGRP FAQs.
  - Attachment 6: 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.