

Policy No. **SPH-02-30-001**

Policy Title: **PHD STUDENT STIPEND ELIGIBILITY AND ADMINISTRATION**

Effective Date: **March 13, 2024**

1. Generally

The purpose of this policy is to establish School of Public Health (SPH) guidance for the eligibility and financial support of School of Public Health (SPH) Ph.D. seeking doctoral students who receive stipends, also known as Graduate Researchers (GRs), from funds administered through OHSU.

2. Definitions

- a. **Stipend.** A stipend is a sum of money paid to eligible students to offset living expenses during their research training.
- b. **Graduate Researcher (GR).** A GR is a Ph.D. Student that receives a stipend from OHSU to support their Primary Assignment of research training. GR positions are represented by a union, Graduate Researchers United (GRU), and some of their activities constitute employment.
- c. **Faculty Mentor.** For the purposes of this policy, the Faculty Mentor is the faculty member who is primarily responsible for providing funds needed for stipend, tuition, fees and health insurance.
- d. **Academic Year.** In the context of this policy, Academic Year includes Summer, Fall, Winter and Spring.

3. Stipend Awards and Implementation

- a. **Stipend Eligibility.** In order to receive a stipend, an SPH GR must be enrolled full-time (registered for a minimum of 9 credit hours of 500 or 600 level courses) each academic term, be actively engaged in research training, maintain good academic standing, and make satisfactory progress toward their degree requirements.
- b. **Stipend Awards.** GRs receiving a stipend typically will receive an award for one academic year. The stipend will cease at the end of spring term unless a stipend renewal is provided. If a stipend becomes available after the start of an academic year, a GR appointment may be made for the remainder of the academic year and will cease at the end of spring term unless a notice of renewal is provided.
- c. **Stipend Level.** The total stipend awarded to recipients is subject to the negotiated terms of the AFSCME 402 GRU collective bargaining agreement.
- d. **Individual Grant Awards.** SPH GRs who are awarded a stipend from a competitive, individual award (e.g. NSF, NIH) will have that award applied to fund and not supplement the stipend level described in Section 3.c. of this policy. The SPH GR will

receive at a minimum the amount set in the collective bargaining agreement. To the extent such an individual award exceeds the amount specified in the collective bargaining agreement, the GR will receive a stipend in the amount funded by the individual award.

- e. **Additional Financial Awards.** SPH GRs who receive competitive, financial awards intended as add-ons to a stipend may receive that award in addition to their stipend. These awards are issued by third parties and are subject to the terms of the award.
- f. **Loss of Support.** The Faculty Mentor takes primary responsibility for providing funds needed for stipends, tuition, fees and health insurance when the stipend is supported by grants or contracts administered through OHSU. When the Faculty Mentor is unable to provide such funds (e.g. due to a lapse in grant support), bridge funding for these expenses will be supported by the SPH for a total of 12 weeks, or until the end of the GR's current appointment, whichever is less, to provide the doctoral student an opportunity to identify a new Faculty Mentor. Additional support may be provided to the student upon review by, and at the discretion of, the SPH Associate Dean for Academic Affairs, the Associate Dean for Research, and the Associate Dean for Finance and Administration. In cases where the SPH Office of the Dean allocates the stipend from sources other than grants or contracts, the SPH Office of the Dean will be responsible for provision of those funds.
- g. **Termination.** Student Stipends will be terminated as per article 8.8.8 of the CBA, or if the GR becomes ineligible as described in Section 3.a. of this policy.

4. Responsibilities

Policy Review. The SPH will review this policy annually. Policy changes must be approved by the Academic Policy and Curriculum Committee, Associate Dean for Academic Affairs, Associate Dean for Finance and Administration, the Associate Dean for Research, the Dean of the School of Public Health, and the Offices of the Provosts at Oregon Health & Science University and Portland State University. This policy replaces all previously documented stipend policies and procedures for the SPH.

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APCC Approval Date: April 13, 2022

OHSU Approval Date: July 13, 2023

PSU Approval Date: July 20, 2023

Revision History:

Related Policies and Procedures: [OHSU Policy 03-30-145, Employees as OHSU Students.](#)