Dear Department Chairs, Engineering Faculty, and Staff:

Over the past few years, the SoE has been extraordinarily successful in attaining new research funding. We are grateful to all of you who have worked hard to make this possible, and we are continuously striving to improve the infrastructure that will support and sustain your efforts.

As we move forward in building our research programs, it is important to ensure that graduate education is appropriately supported and that our research assistant funding model is financially sustainable for the School of Engineering. This memo is to update and document our SoE guidelines for funding of graduate research assistants. You will note that these guidelines are similar to those released in the past two years. Please keep this document for your reference.

There are three “models” that cover support of RAs. The intent of each is to provide funds to cover the costs incurred by the SoE for their education, including stipends, indirect costs to the university, health costs, and tuition. While variations on these models are possible (e.g., in the case where the funding agency prohibits the collection of overhead), we anticipate that such cases will be the rare exception. We appreciate your help in adhering to these guidelines in making your RA appointments.

Best Regards,

Linda, Lew, Eric, and Scott

Before reviewing the three models, please find below the 2012-2013 values for salary, fringe benefit rate, indirect cost return (ICR) and health fee plus insurance:

- **Annual salary (minimum)** - $15,000 over 9 months or $20,000 over 12 months.\(^1\)
- **Fringe benefit rate** - [http://finance.tufts.edu/budgetacc/?pid=5&c=7](http://finance.tufts.edu/budgetacc/?pid=5&c=7)
- **Indirect cost return (ICR)** - [http://finance.tufts.edu/budgetacc/?pid=5&c=7](http://finance.tufts.edu/budgetacc/?pid=5&c=7)
- **Annual health fee plus insurance** - $668 (fee) + $1,723 (insurance) = $2,391\(^2\)

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\(^1\) These are minimum amounts. Competitive RA offers that support a minimum standard of living on Boston are at least $2000/month.

\(^2\) These numbers are approximate. As of March 7, 2012, the University has not settled on the exact amounts. When then are made available, an update to this memo will be provided. Please contact Ariel Sroka with any questions.
Model 1: Support for Internally Based Research Assistants
This is the basic model of support for RAs whose primary advisor is a member of the Tufts SoE faculty. In such cases, the budget of a grant in support of an RA must include the following items:

1. **Annual salary (minimum)** and applicable **fringe benefit rate** for salary during the summer months.
2. **ICR** applies to the graduate student salary and associated fringe benefit costs.
3. **Annual tuition fee** of $6,184 (for subsequent project budget periods, a 4% escalation should be factored each year).
4. **Annual health fee plus insurance** for every year of RA support.

Model 2: Support for Externally Based Research (including indirect costs)
In the event where an RA will be under outside direct research supervision, and co-advised by a full-time Tufts Engineering faculty member, the external research lab must provide the following financial support:

1. **Annual salary (minimum)** and applicable **fringe benefit rate** for salary during the summer months.
2. **ICR** applies to the graduate student salary and associated fringe benefit costs at the on campus rate for research performed at Tufts or off-campus rate for research performed at an outside lab/company.
3. **Annual tuition fee** of $6,184 (for subsequent project budget periods, a 4% escalation should be factored each year).
4. **Annual health fee plus insurance** for every year of RA support.

A signed subcontract must be obtained before the research assistantship is awarded.

Model 3: Support from Sources not Providing Indirect Costs
In cases in which the source of support (e.g., a gift, faculty discretionary account, or company) would support an RA by only providing the graduate student salary and fringe benefits but no indirect costs, then the model for RA support is as follows:

1. **Annual salary (minimum)** and applicable **fringe benefit rate** for salary during the summer months.
2. **Annual tuition fee**
   a. **If the source of support is a faculty development discretionary fund**: $6,184 annually or $3,092 per semester (for subsequent project budget periods, a 4% escalation should be factored each year).
   b. **For all other sources of support (e.g. gift accounts, company support)**: **70% of the annual tuition fee** (i.e. $25,412 * 0.7 = $17,788). (for subsequent project budget periods, a 4% escalation should be factored each year).
3. **Annual health fee plus insurance** for every year of RA support.