

The University of Alabama
Graduate Assistance in Areas of National Need (GAANN)
Grant Management

The Department of Education (DED) applies very specific regulations to the GAANN program. The GAANN program purpose is to provide fellowships through institutions of higher education to assist graduate students of superior ability who demonstrate financial need. The regulations applicable to the GAANN program are found in [34 CFR Part 648](#) and the DED's GAANN program information includes useful FAQs, <http://www.ed.gov/programs/gaann/faq.html>.

Important Facts:

- GAANN fellows are selected based on the following criteria:
 - 1) An academic department shall only consider individuals who:
 - a) Are currently enrolled as graduate students, have been accepted at the grantee institution, or are enrolled or accepted as graduate students at an eligible non-degree-granting institution;
 - b) Are of superior ability;
 - c) Have an excellent academic record;
 - d) Have financial need;
 - e) Are planning to pursue the highest possible degree available in their course of study;
 - f) Are planning a career in teaching or research;
 - g) Are not ineligible to receive assistance under [34 CFR 75.60](#); and
 - h) Are United States citizens or nationals, or are permanent residents of the United States and provide evidence from the Immigration and Naturalization Service that they are in the United States for other than a temporary purpose with the intention of becoming permanent residents; or are citizens of any one of the Freely Associated States.
 - 2) An individual who satisfies the eligibility criteria in paragraph (1) of this section, but who attends an institution that does not offer the highest possible degree available in the individual's course of study, is eligible for a fellowship if the individual plans to attend subsequently an institution that offers this degree.
- GAANN fellows are true fellowship recipients. They are not Graduate Assistants and are not required to provide services.
- GAANN fellows are, however, required to teach as part of the program. The program requires the institution to provide fellows with at least one academic year of supervised training in

instruction at the graduate or undergraduate level at an assignment comparable at least to that of a one-half-time teaching assistant. During this year, the fellows are still fellowship recipients and not graduate teaching assistants.

- The grant includes funding for stipends and an institutional payment, which is used to cover the fellow's tuition, fees and other educational expenses related to the academic program in which the fellow is enrolled (e.g. books, research travel). To ensure consistent treatment compared to other federal grants providing tuition for graduate students, the grant is to be charged in-state-tuition and the out-of-state portion is to be covered in the same manner as it is for grant funded GRAs.
- As the GAANN program is need based, the stipend amount must be adjusted so as not to exceed the fellow's demonstrated level of financial need as determined under Part F of Title IV of the Higher Education Act.
- The GAANN program requires the University to provide, from non-Federal funds, a matching contribution equal to 25 percent of the amount of the grant received to be used for the same types of expenses the grant covers. The matching contribution cannot be used to increase the stipend beyond the fellow's financial need.
- Graduate Student health insurance is not an allowable costs of the GAANN program (as a charge to the grant or to meet the institutional match obligation) as the University does not require students to maintain health insurance coverage. To ensure compliance with consistency standards, however, health insurance is to be made available to GAANN fellows. For GAANN fellows electing the University provided health insurance, complete the health insurance forms, using 11002-215102-605440-800 as the FOAP and clearly indicating that these are GAANN fellows. Forward the completed forms to Contract and Grant Accounting for verification, identification of funding and processing.

University forms and procedures:

- **Stipends** -- GAANN stipends are initiated by using “The University of Alabama Graduate Scholarships, Fellowships, and other Academic Awards Payable Monthly” form, http://graduate.ua.edu/admin/forms/awards_payment.pdf. This allows the department to use one form to specify the total stipend amount for each student and each semester (Fall, Spring and Summer) while distributing the stipend in equal monthly installments during each applicable semester. It is not necessary to process a separate form for each student or multiple times during the calendar year. Please ensure that the form includes:
 - Correct CWIDs and Names (First, Middle and Last)
 - Total amounts, by semester, for each student
 - Signature/approval of the principal investigator

The completed form should be forwarded to Contract and Grant Accounting (C&GA). Once processed (C&GA, Graduate School and Student Receivables), the students will receive

monthly payments through their UA student accounts. **Please do not process GAANN stipend payments through a personnel action form (PA).**

GAANN fellows must have their financial need determined using the Free Application for Federal Student Aid (FAFSA), <http://www.fafsa.ed.gov/>.

In order for a fellow to receive stipends based on a full calendar year Cost of Attendance (12 months):

- The fellow must commit that he/she intends to be enrolled or pursue GAANN related activities for all of Interim, Summer I and Summer II.
 - If the student is not enrolled during one of these academic periods, the PI must certify that he/she has supervised the activities of the student during the period and that the student did participate in GAANN activity during the period.
- **Tuition** -- GAANN tuition payments are initiated using the form “Tuition and Fee Form for Charging Grants/Contracts”, [found here](#). This form allows the department to specify the total tuition amount to be charged per semester per student. It is not necessary to process a separate form for each student but a separate form is needed for each semester. Please ensure that the form includes:
 - Correct CWIDs and Names (First, Middle and Last)
 - The amount of the tuition to be charged for each fellow
 - Signature/approval of the principal investigator

In order for the tuition for a semester to be allocable to the grant, the majority of the semester must fall within the grant period of performance.

The completed form should be forwarded to C&GA. Once processed (C&GA, Graduate School and Student Receivables), the student’s account will be adjusted for the tuition award.

- **Other** – If during the GAANN fellow’s “instructional semesters”, the fellow needs access to UA Faculty systems to input grades, that access is initiated using the “New Faculty/Staff Setup – Demographic Information” form, found on the payroll website at, <http://hr.ua.edu/benefits/HRpayrollforms.html>. Please ensure that the form includes:
 - Correct CWID and Name (First, Middle and Last)
 - Beginning date the fellow will need access to input grades, “Date Employee Will Need Access to Campus Services” *
 - Ending date the fellow will need access to input grades, “Date Access to Campus Services will end” *
 - Under “Person will be”, select the “Graduate Fellow” box AND note that this is a GAANN fellowship
 - Signature/approval of principal investigator **AND Dean**

*** Access will be granted only one year at a time. The form must be completed each year that the GAANN fellow needs access.**