



Boston University School of Medicine
Graduate Medical Sciences

GMS Faculty & Staff Resource Guide

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Recruitment

GMS Support

- GMS maintains centralized recruitment efforts for Master's and PiBS programs that can be utilized upon timely request and agreement
- Examples of recruitment materials include:
 - Brochures (print and web)
 - Websites
 - Paid advertising
 - Email campaigns
 - Social Media
 - Videos
- GMS will also participate in various larger recruitment events locally and nationally and is happy to bring your promotional materials.

Program Responsibilities

- Provide ongoing *recruitment plan* to GMS Master's programs (overseen by Drs. Brady and Viglianti)
 - Include GMS involvement requests in plan
 - Notify GMS (tdavies@bu.edu) of program recruitment efforts for broadcast on GMS website and social media

Contact:

Dr. Steve Brady sbrady@bu.edu (BI, CR, GC, HEM, MACCP, MS, MHCBM, OHS, PA)

Dr. Gregory Viglianti gviglian@bu.edu (BFS, BRT, FA, NM, PLS, P&B, A&N)

Dr. Theresa Davies tdavies@bu.edu (GMS-wide recruitment)

[Shuchita](#) Rao srao2019@bu.edu (Admissions)

Farrah Belizaire farrah@bu.edu (Diversity, Equity & Inclusion)

Admissions Process

For Program Administration Use:

Request Access for New Users:

Email the new users name, email and function (Program Director, Administrator or Reviewer) to [Shuchita](mailto:Shuchita@srao2019@bu.edu) (srao2019@bu.edu). Once new user information is entered an email will be sent to the new user from Liaison instructing the new user on how to set up their BU account.

Request Fee Waiver:

Send [Shuchita](mailto:Shuchita@srao@bu.edu) (srao@bu.edu) an email to request a fee waiver. Include applicant name and CAS ID number (provided in the applicant's portal). Only one fee waiver can be processed for an applicant per cycle. Typically, it is a 24-48 hour turnaround. Fees are non-refundable if they already paid.

General Application Review (Program Directors/Administrators/Reviewers)

1. Program Directors must log into WebAdmit on a daily basis to check for newly submitted applications
2. Reviewers must log into WebAdmit twice per week (or at a frequency determined by Program Director) to check for newly submitted assignments

General Application Support (Program Directors/Administrators)

1. If an applicant contacts the program directly indicating they are having difficulty completing their application, please tell the applicant to try the following tips...
 - a. Clear browser history
 - b. Use Firefox or Google Chrome
 - c. Switch wireless connection
 - d. Reset username and/or password
 - e. Call Liaison Tech Support directly at 857-304-2005 for personalized help with their application

Minimum Application Standards (Program Directors/Administrators)

- Under Review by GMS Admissions Oversight Committee (chair: Dr. Laurie Craigen)

Submitting Admission Decisions (Program Director/Administrators)

Local Statuses- Masters Programs

1. **Masters Accept:** Program Director/Administrator changes applicant's status to "PROGRAM Official Masters Accept" for Admissions team to send Masters acceptance letter
2. **Master's Accept w/ Provost:** Program Director/Administrator changes applicant's status to "PROGRAM Official Masters Accept" for Admissions team to send Masters acceptance letter with a Provost Scholarship. The *Provost Scholarship Amount* custom field must be filled out with the total scholarship award. The *Provost Scholarship Frequency* custom field must be filled out to indicate if the student will receive the scholarship for one academic year (two semesters) or two academic years (four semesters).
 - a. **Ex:** Megan Smith is awarded a \$10,000 scholarship for Mental Health Counseling. The *Provost Scholarship Amount* field should equal \$10,000 and *Provost Scholarship Frequency* field should equal four semesters since Mental Health Counseling is a two-year program. Megan will receive \$2,500 per semester during her time as a Mental Health Counseling student.
3. **Masters Accept- Military:** *ONLY APPLIES TO HEALTHCARE EMERGENCY MANAGEMENT.* Program Director/Administrator changes applicant's status to "PROGRAM Official Masters Accept" for Admissions team to send Masters acceptance letter with a Military and First Responder scholarship. The current (as of Fall 2016) scholarship award is \$16,408 to be distributed over two semesters.

4. **Waitlist:** Program Director/Administrator changes applicant's status to "PROGRAM Official Waitlist" as an internal utility status. The Admissions team will not send a Waitlist letter to students who are given this Local Status.
5. **Reject:** Program Director/Administrator changes applicant's status to "PROGRAM Official Reject" for Admissions team to send rejection letter.

Local Statuses- PhD Programs

1. **PhD Accept:** Program Director/Administrator changes applicant's status to "PROGRAM Official PhD Accept" for Admissions team to send PhD acceptance letter. This acceptance letter indicates the student will receive a "full tuition scholarship, fully covered student fees and a stipend of \$35,000 per year, contingent upon remaining in good academic standing. Additionally, the University will provide health insurance if you choose to enroll in our plan." Please note that the \$35,000 is valid as of Fall 2019.
2. **PhD Accept- No Stipend:** Program Director/Administrator changes applicant's status to "PROGRAM Official PhD Accept No Stipend" for Admissions team to send PhD acceptance letter. The Program Director/Administrator must communicate with the Admissions team directly prior to using this Local Status since a specific acceptance letter must be tailored to each applicant indicating the applicant's source of funding.
3. **Waitlist:** Program Director/Administrator changes applicant's status to "PROGRAM Official Waitlist" as an internal utility status. The Admissions team will not send a Waitlist letter to students who are given this Local Status.
4. **Reject:** Program Director/Administrator changes applicant's status to "PROGRAM Official Reject" for Admissions team to send rejection letter.

Local Statuses- Non-Degree Programs

1. **Non-Degree Accept:** Admissions team changes applicant's status to "Non-Degree Accept" for Admissions team to send Non-Degree acceptance letter. No acceptance letters will be sent to applicants until they follow all steps as outlined under "Non-Degree Application Procedure".
2. **Reject:** Admissions team changes applicant's status to "Reject" for Admissions team to send rejection letter.

Admission Decision Deadlines for Domestic Masters Applicants (Program Directors/Administrators)

1. For Spring semester matriculation: January 5th
2. For Fall semester matriculation: August 15th
3. Rationale: Domestic applicants need time to indicate whether or not they will accept their offer of admission. It is only fair to applicants that they receive a few weeks notice in order to secure housing and plan their transition into a Masters program.

Admission Decision Deadlines for International Masters Applicants (Program Directors/Administrators)

4. For Spring semester matriculation: Nov. 15th
5. For Fall semester matriculation: July 25th (This year it was July 25th)
6. Rationale: Once international students receive notice of acceptance, it typically takes at least 1.5 weeks for Admissions office to receive all necessary documents for the I-20 application from the accepted student. Once the I-20 application is submitted to the International Students & Scholars Office (ISSO), ISSO typically takes at least 2 weeks to process the I-20 application. ISSO then mails the I-20 to the international student, who uses the I-20 as part of their student visa application in their home country. UPDATE: It takes 1.5 weeks for admissions office to process all necessary documents for the I-20 application from the accepted student to be sent to the ISSO Office. The ISSO office takes up to 5 to 6 weeks to process all paperwork. The student should plan to check in 4 weeks after submitting documents to ISSO. The student should check in with the ISSO office directly regarding questions about their I-20 and questions on documentation requirements. Admissions office updates applicant status once I-20 is processed, generally checks once a week.

7. NOTE: Neither Program Directors nor Administrators should contact ISSO to check on the I-20 status of international applicants. The Admissions team checks daily on the I-20 status of international students and additional communication may confuse the I-20 application process. This is true- programs should not contact ISSO directly. Students may contact ISSO for questions about the requirements. See above.

For GMS Admissions Team Use:

Sending Admission Decisions for Domestic Applicants (Admissions Team)

Local Statuses- Masters Programs

1. **GMS Admin Only- Masters Accept:** Admissions team changes Local Status to indicate a Masters acceptance letter has been sent. Admissions team opens “Extend Offer” and “Fee Collection” applicant gateways.
2. **GMS Admin Only- Reject:** Admissions team changes Local Status to indicate a rejection letter has been sent.

Local Statuses- PhD Programs

1. **GMS Admin Only- PhD Accept:** Admissions team changes Local Status to indicate a PhD acceptance letter has been sent. Admissions team opens “Extend Offer” applicant gateway.
2. **GMS Admin Only- Reject:** Admissions team changes Local Status to indicate a rejection letter has been sent.

Local Statuses- Non-Degree Programs

1. **GMS Admin Only- Non-Degree Accept:** Admissions team changes Local Status to indicate a Non-Degree acceptance letter has been sent. Admissions team opens “Extend Offer” applicant gateway.
2. **GMS Admin Only- Reject:** Admissions team changes Local Status to indicate a rejection letter has been sent.

Sending Admission Decisions for International Applicants (Admissions Team)

1. **GMS Admin Only- International Accepts:** Admissions team changes Local Status to indicate an appropriate Masters/PhD acceptance letter has been sent. Admissions team opens “Extend Offer”, “Fee Collection” (Masters applicants only), and “Collect Documents” applicant gateways.
2. **GMS Admin Only- Reject:** Admissions team changes Local Status to indicate a rejection letter has been sent.

Updating Admissions Decisions from Domestic Applicants (Admissions Team)

Local Statuses- Masters and PhD Programs

1. **GMS Admin Only- Mutual Fall Accept:** Admissions team changes Local Status to indicate applicant has “Accepted” in “Extend Offer” applicant gateway (only requirement for PhD applicants) and submitted \$250 tuition deposit via “Fee Collection” applicant gateway (additional Masters applicant requirement). M.S. in Medical Sciences students must submit a \$500 tuition deposit. This status is used for students matriculating in the fall semester.
2. **GMS Admin Only- Mutual Spring Accept:** This status only applies to Masters applicants since no PhD applicants matriculate in the spring semester. The same requirements apply for Masters students to be granted this status as indicated in the “GMS Admin Only- Mutual Fall Accept” status.
3. **GMS Admin Only- Declined Offer:** Admissions team changes Local Status to indicate applicant has “Declined” in “Extend Offer” applicant gateway.
4. **GMS Admin Only- Declined Offer (No Response):** Admissions team changes Local Status to indicate applicant has not responded to offer of admission in allotted timeframe to submit decision in the “Extend Offer” applicant gateway. All applicants receive four weeks to indicate their admission decision, but this timeframe shortens as we approach the beginning of the semester in which the applicant plans to matriculate. All PhD applicants must submit their final decision by April 15th (national deadline).

Updating Admissions Decisions from International Applicants (Admissions Team)

1. **GMS Admin Only- Intl. Mutual Accept (I-20 Pending):** Admissions team changes Local Status to indicate applicant has “Accepted” in “Extend Offer” applicant gateway (only requirement for PhD applicants) and submitted \$250 tuition deposit via “Fee Collection” applicant gateway (additional Masters applicant requirement). M.S. in Medical Sciences students must submit a \$500 tuition deposit. International applicants (both PhD and Masters) must submit all documents for their I-20 application as outlined on the [Documents & Procedures webpage](#) of the International Students & Scholars Office (ISSO) website. Once all required applicant gateways are completed...
 - a. Admissions team prints off ISSO Coversheet for international applicant and submits all completed I-20 application documents along with coversheet to ISSO.
 - b. Admissions team checks ISSO Document Tracking on the Faculty/Staff Link on a daily basis. Once applicant’s status changes from “Pending” to “Active”, admissions team changes Local Status to either “GMS Admin Only- Mutual Fall Accept” or “GMS Admin Only- Mutual Spring Accept”.
 - c. If ISSO does not approve the international applicant’s I-20, then admissions team changes applicant’s Local Status to “GMS Admin Only- Declined Offer”. ISSO and/or admissions team communicates with applicant that their I-20 application was rejected.
2. **GMS Admin Only- Declined Offer:** Admissions team changes Local Status to indicate applicant has “Declined” in “Extend Offer” applicant gateway.
3. **GMS Admin Only- Declined Offer (No Response):** Admissions team changes Local Status to indicate applicant has not responded to offer of admission in allotted timeframe to submit decision in the “Extend Offer” applicant gateway. All applicants receive four weeks to indicate their admission decision, but this timeframe shortens as we approach the beginning of the semester in which the applicant plans to matriculate. All PhD applicants must submit their final decision by April 15th (national deadline).

Additional Local Statuses (Admissions Team in partnership with Program Directors/Administrators)

1. **Withdrawn Before Action:** Admissions team changes Local Status to indicate applicant has chosen to withdraw their application prior to receiving an official admission decision. Admissions team will be aware of this change either from applicants contacting admissions team directly or applicants contacting Program Director/Administrator. The Program Director/Administrator should immediately forward written request for withdrawal of application to admissions team.
2. **Withdrawn After Action:** Admissions team changes Local Status to indicate applicant has chosen to withdraw application after indicating they will attend a program in the Division of Graduate Medical Sciences. Admissions team will be aware of this change either from applicants contacting admissions team directly or applicants contacting Program Director/Administrator. The Program Director/Administrator should immediately forward written request for withdrawal of application to admissions team.
 - a. Admissions team completes and submits withdrawal form to the GMS Registrar.
 - b. NOTE: Program Directors/Administrators must immediately forward any requests from applicants to withdraw to the admissions team. If the admissions team is not informed of the student’s decision to withdraw, the process to refund tuition for the student becomes much more difficult.
3. **Administrative Deferral-** Admissions team changes Local Status to indicate applicant has chosen to defer application from a Spring to Fall semester. This Local Status operates within the same admissions cycle (i.e. the 2017-18 admissions cycle). Admissions team will be aware of this change either from applicants contacting admissions team directly or applicants contacting Program Director/Administrator. The Program Director/Administrator should immediately forward written request for withdrawal of application to admissions team.
4. **Deferred:** Admissions team changes Local Status to indicate applicant has chosen to defer application from one admissions cycle to the next (i.e. from the 2017-18 admissions cycle to the 2018-19 admissions cycle). Admissions team will be aware of this change either from applicants contacting admissions team directly or applicants contacting Program Director/Administrator. The Program Director/Administrator should immediately forward written request for withdrawal of application to admissions team.

Non-Degree Application Procedure

1. Complete the [non-degree application form](#).
2. Complete the [Add/Drop Form](#) and have it signed by the course instructor. The form can be found on the [Students Forms page](#).
3. [Email](#) or drop off both along with a copy of your unofficial transcript to the GMS Registrar, Millie Agosto in the Student Services Office, L-309
4. Please Note:
 - a. The Non-Degree application is for those with an accredited bachelor's degree or its international equivalent who do not wish to enter a degree program but wish to take a course(s). Except under unusual circumstances, non-degree students may transfer no more than 8 credits for a master's degree program or 16 credits for a PhD degree program. In order to transfer credits toward a degree, course grades received must be a "B" or higher.
 - b. Non-degree applicants are not eligible for University sources of financial aid or aid that requires matriculation in a degree program. Please see the [tuition page](#) for up-to-date costs per credit.

Central GMS Admissions: Bella Garrison tigarris@bu.edu | Dr. Theresa Davies tdavies@bu.edu

Financial Aid Pre-Enrollment

Financial Aid FAQs

The following are commonly asked questions from applicants to Program Directors, Administrators and the Financial Aid Coordinator both during the application process and after mutually accepting to a GMS program.

1. How much does a student need to borrow?
 - a. This depends on a student's personal living expenses. Students should try to borrow only what they absolutely need. Students should set a budget then visit the GMS Financial Aid office to see how/if their needs can be met through loans.
2. How does a student know if they've reached their borrowing limit?
 - a. Students can visit this [website](#) to determine how many loans they've already borrowed.
3. What is the role of the GMS Financial Aid office?
 - a. The GMS office facilitates loan processing. The GMS office does not serve as financial advisors or counselors.
4. What are some basic factors students should be aware of when considering taking on loans?
 - a. Students should consider Interest rates, repayment periods, deferment terms, and loan fees.
5. Does GMS offer scholarship?
 - a. GMS offers a limited number of scholarship opportunities, which are awarded by an internal committee. Students do not apply for GMS scholarships. Students are strongly encouraged to seek out external scholarship opportunities.
6. What happened to Stafford and Perkins Loans?
 - a. Congress ended Perkins Loans in 2015. Stafford Loans are now called Federal Direct Unsubsidized Loans. As of July 2012, Subsidized Direct Loans are not available to graduate students.
7. What steps should a student take after filing the FAFSA?
 - a. Student must submit all other required documents as outlined under the "Tuition, Fees, and Other Financial Assistance Information" [webpage](#). Student must be sure to read emails from the Financial Aid Office carefully.

8. What should a student do if they receive a SAR from FAFSA?
 - a. The SAR (Student Aid Report) includes an EFC (Expected Family Contribution) and a DRN (Data Release Number). Students should review the information to ensure it is correct. SAR information is sent to Boston University and GMS uses the EFC number to determine how much aid students are eligible for. Students must submit the paper application and complete the federal online requirements detailed in GMS Financial Aid emails. Students should follow up with the GMS Financial Aid office 7-10 days after submitting a loan application to check on their loan status and confirm they do not need to submit any additional documentation.
9. How many credits are considered “part-time”, “half-time”, etc?
 - a. At GMS, “part-time” is considered 1-5 credits, “half-time” is considered 6-11 credits, “full-time” is considered 12+ credits, and “certified full-time” must be worked out with your program. “Full-time” students pay a flat fee, while other students are charged per credit.
10. When is my tuition due?
 - a. Students can find tuition due dates for each semester on BU’s Accounting Services [website](#).
11. How does a student’s residency status affect their loan eligibility?
 - a. Federal loans are open to U.S. citizens or permanent residents.
12. What is included in the “cost of attendance”?
 - a. Tuition and fees, books and supplies, room, board, transportation, and personal expenses. Cost of attendance also includes the cost of health insurance IF it was purchased through BU.

Additional Resources

- Visit the [GMS Financial Aid](#) and [BU Financial Aid](#) websites for forms, FAQs, types of loans, and more
- [Evaluating a Credit Based Loan and Lender](#)
- [Federal Student Aid – Office of the US Department of Education](#)
- State loan information: <http://www.mefa.org/products/graduate-loans/> and <http://www.collegescholarships.org/loans/state/massachusetts.htm>

Contact: Sherill Ashe sashe@bu.edu

Summary of Loan Options

	Federal Loans		Private Loans
Type	Direct Unsubsidized Loans	Direct PLUS	From banks, credit unions or other private institutions
Pros	No credit check Low interest rates Repayment begins 6 months after leaving school (or if drop below half-time status) Flexible repayment options	Fixed interest rate Eligibility based on credit rating	Can use the funds to cover any related expenses without completing FAFSA Payments may be tax deductible – speak with a tax professional
Cons	Interest accumulates while in school Awards based on the cost of attendance, not individual financial need	Interest accumulates while in school See below about origination fee	Higher, more variable interest rates Loans not dismissed in bankruptcy May need to make payments while still in school May involve a credit check and/or cosigner
How often do I need to apply?	File the FAFSA at least 3 weeks before your first semester bill is due to allow time for processing Submit a new application every academic year Submit an additional application if you enroll for summer courses		Check with your chosen lender directly
How much can I receive?	Up to cost of attendance (determined by BU)	Up to cost of attendance less other aid	Check with your chosen lender directly
Are there limits?	\$20,500/calendar year \$138,500 aggregate	No annual or aggregate limits	Check with your chosen lender directly
Are there fees?	1.068% origination fee	4.272% origination fee	Check with your chosen lender directly
What should I use this money to cover?	Cost of attendance (see FAQs)	Cost of attendance not covered by Direct Unsubsidized Loans	Anything beyond what personal reserves and federal loans will cover
What requirements exist?	Must be half-time, full-time, or certified full-time to be eligible for federal aid (see FAQs)		Check with your chosen lender directly
Where can I get more information?	“Tuition, Fees, and Other Financial Assistance Information” webpage		Check with your chosen lender directly

Stipends

GMS Pre-Doctoral Non-Service Stipends

Below is the process for requesting GMS pre-doctoral non-service stipends. This includes students appointed to NRSA fellowships, federal training grants, and non-federal fellowships. The following process should not be used for students who are appointed to faculty research grants (RO1, etc.), first-year PiBS students, and/or students receiving bridge funding from the Division of Graduate Medical Sciences.

The GMS Student Non-Service Stipend Request Form can be downloaded at www.bumc.bu.edu/gms/gateway/traininggrant under the “Administrative Quick Links” section.

The form is a writable PDF and should only be opened in Adobe Reader. (Adobe Reader is free to download and use and is pre-installed on all BU computers.) Please do not use Apple Preview, FoxIt, or any other PDF reader to fill out the form; your information will not be properly recorded and sent.

Stipend Request Process Steps

1. Student is appointed to a grant in which they will receive a non-service stipend.
2. Grant Administrator will contact the student’s Department Administrator to gather student’s information (UID number, qualifying exam, college of registration, etc.) as well as instruct the Department Administrator to terminate the previous stipend payment method.
3. Grant Administrator fills out the GMS Student Non-Service Stipend Request Form and submits the form to the GMS Training Grant Manager and Financial Aid Administrator (completed automatically when using the “Sign & Submit” button located on the form. **FOR FEDERAL GRANTS: A COPY OF THE STATEMENT OF APPOINTMENT (FORM 2271) MUST BE ATTACHED TO ALL STIPEND REQUESTS.**
4. GMS Training Grant Manager will review the form and initiate the stipend in the BU SAP system. GMS Financial Aid Administrator will request a financial aid fund number for new awards.
 - a. Any forms with incorrect or inadequate information will be returned to the Grant Administrator for resubmission.
5. GMS Financial Aid Administrator will approve stipend in BU SAP system.
6. GMS Training Grant Manager will send confirmation to Grant Administrator and Department Administrator of completion of stipend request process.

Completing the GMS Student Non-Service Stipend Request

The form has a series of required fields; these fields are indicated in red outline and must be filled out in order to “Sign & Submit” the form.

Required Fields

Request Date, UID Number, Last Name, First Name, Grant Period Budget End Date, Internal Order Number (IO#), Amount Charged per Month, Eligibility Criteria Met?, Stipend Start Date, Qualifying Exam, Grant Name, Responsible Department, Grant Period Budget Start Date, Stipend End Date, Previous Stipend Payment Method Terminated must be checked, Administrator Name, Date

Several fields are validated either while you are filling them out or by clicking the “Check for Errors” button. Validation alerts will only appear if an error is found in the information you entered. Please read the validation alert and change the information entered accordingly. If you feel that you are receiving validation alert in error, please contact Israel De La Cruz (idl@bu.edu) for assistance.

The “Check for Errors” button checks the “Total Stipend per Month” amount versus the standard GMS stipend rates. The validation alert is dependent on whether or not the student has passed their qualifying exam. If the “Qualifying Exam” field is not filled in you will receive an incorrect alert message. If no alerts appear, no errors were found in the form. An alert will automatically appear to remind administrators that a Statement of Appointment must be attached to all requests associated with federal grants (this is completed in the request submission email).

If you need to reset the form, there is a “Reset Form” button. This will clear all fields and all information entered will be deleted.

For some training grants, the Program Director/PI has requested the ability to sign the form prior to processing. If this step is needed, the GMS Financial Aid Coordinator or GMS Data and Operations Administrator will be in touch with further instructions. By default, a PD/PI signature is not needed in order to process the form.

Once the form is complete, you may click the “Sign & Submit Form” button. An alert will automatically appear to remind administrators that a Statement of Appointment must be attached to all requests associated with federal grants. The Statement of Appointment can be attached to the request submission email. The request submission email will automatically open in Outlook (or your preferred email client) when you click the “Sign & Submit Form”. The GMS Student Non-Service Stipend Request form will automatically be attached to the email and the “To...” field will auto populate. Please attach any other necessary documentation (including a Statement of Appointment, if necessary) and click “Send”.

Once the form has sent, the request is complete. You may navigate back to Adobe Reader to save a copy of the form for your records.

GMS Supplement of Grant Stipends

For doctoral students supported by training grants or fellowships, the Division of Graduate Medical Sciences will cover a portion of a student’s total stipend up to the amount not covered by training grant or fellowship funds when the following criteria are met.

1. The student’s training grant or fellowship will not allow federal funds for supplementation of stipends.
2. The student is registered as a MED student.
3. The training grant or fellowship has been awarded to Boston University (either campus).
4. Training grant or fellowship funds are being used to pay for the student's health insurance.

If the student receiving the non-service stipend does not meet the above criteria, please indicate as such on the GMS Student Non-Service Stipend Form and leave the corresponding “Amount Charged per Month” field blank. The student’s home department must process the stipend supplement. It is the responsibility of the Grant Administrator and the student’s PI/home department to arrange this funding.

For example, the Engineering department administrators on the Charles River Campus must process supplements for Biomedical Engineering students.

GMS is unable to approve charges on accounts not affiliated with BUSM.

Stipend Processing Deadlines

There are several deadlines (set both by GMS and the university) that must be met in order to pay student stipends on time.

For new non-service stipends or changes to current non-service stipends, requests must be processed and completed in the BU SAP system the Thursday before the fourth Friday of the month. This deadline cannot be changed and off-cycle payments cannot be guaranteed. Requests that miss this deadline may cause a one-month delay in stipend payment to trainees.

For new grant periods, 1-3 weeks are needed to create a fund number used in the BU SAP system. The stipend cannot be processed until the Office of Financial Assistance on the Charles River Campus establishes a fund number.

Due to the above deadlines, along with necessary processing times by GMS staff, stipend requests must be received at least three weeks prior to the 3rd Thursday of the month the stipend will start in.

For example: If a stipend is to start March 1st, the request must be received 3 weeks prior to the 3rd Thursday in March.

There is no guarantee that stipend requests received after the 3rd Thursday of the month the stipend will start in can be processed in time. This will result in a delay to the student stipend payout. It is the responsibility of the Grant Administrator to alert the student of any delayed paychecks.

Termination of Stipend Records

Stipends will automatically terminate on the "Stipend End Date" indicated on the form by the Grant Administrator. Stipends will not automatically renew. A new GMS Student Non-Service Stipend Form must be filled out for each appointment period. Stipend processing deadlines will still apply for reappointments.

Errors and Amendments to Non-Service Stipends

Every effort will be made by GMS staff to insure stipend payments are accurate and timely. If a stipend request is submitted in error and processed by GMS staff, the Grant Administrator must notify GMS as soon as possible. GMS will make every effort to stop incorrect payments. It is the responsibility of the Grant Administrator to submit a new stipend request with corrected information to GMS and recover any funds incorrectly paid to the student. GMS can advise on this process if needed. If the student is underpaid due to an error, any unpaid funds will be paid to the student as soon as possible.

If a student is terminated from a grant or fellowship prematurely, the Grant Administrator should alert GMS as soon as possible to stop stipend payment. The student's Department Administrator is responsible for arranging funding for the student after they are terminated from the grant.

It is the responsibility of the student to alert their Grant Administrator if they pass their qualifying exam in the middle of their appointment period. The Grant Administrator must submit a new GMS Student Non-Service Stipend Request Form to increase the student's stipend to reflect the post-qualifying exam rate.

Questions, Comments, Issues

If you have any questions or comments about the new GMS Student Non-Service Stipend Request process, please feel free to reach out to Israel De La Cruz (idlc@bu.edu) or Sherill Ashe (sashe@bu.edu).

If you have any issues while using the new GMS Student Non-Service Stipend Request form, you may contact Israel De La Cruz (idlc@bu.edu) for assistance.

Post-Enrollment

OnBase Submission

We are pleased to announce that GMS, along with IS&T, has finished the final phase of moving our registration forms to electronic submission. Please note the following OnBase reminders.

1. Students are now able to electronically submit the following forms:
 - a. Class Adjustment (Add/Drop) Form, Ph.D. Dissertation Prospectus Outline, Certified Full-Time Form, Medical Sciences Thesis Research Agreement, Ph.D. Summer Research Status form, Ph.D. Dissertation Defense Abstract, Credit Transfer Request, Ph.D. Schedule of Oral Defense, Master Thesis Title Approval Form, Special Service Appointment Form, M.D./Ph.D. Program Transition and Diploma Application Form
2. If you experience any issues providing your review for a student form, please contact Millie Agosto (millie@bu.edu) for help. Please **do not** contact IS&T for help. Millie will submit a ticket to IS&T on your behalf for help if it is needed.
3. **Please read all requests carefully**, including the email text as well as the attached PDF form. Several forms have similar names (i.e. Thesis Research Agreement & Thesis Title Approval). If you believe you are

receiving duplicate requests for the same student, please first confirm whether the requests are in fact for the same form. The GMS office is unable to change your review once submitted, therefore it is crucial you view the PDF form attached to each email to verify the information the student submitted.

- You must be connected to the BU VPN to submit your review. This may require a few extra steps when you are off-campus and connecting to the Internet. If you are unable to connect to the BU VPN and your review is time-sensitive, please contact Millie to approve/reject on your behalf.

Please direct any questions or concerns to Millie Agosto (millie@bu.edu).

GMS Student Training Grant & Fellowship Form: Tuition & Non-Service Stipend Requests



GMS Student Training Grant & Fellowship Form Tuition & Non-Service Stipend Requests

2561050000

Revised 6/20/16

Student Information			
BUID Number	Last Name	First Name	Qualifying Exam

Training Grant/Fellowship Information			
Grant Name	Responsible Department		Federal or Non-Federal
Internal Order Number (IO#)	Grant Budget Start Date	Grant Budget End Date	Charge/Month

Supplement Information			
GMS Eligible*	If the GMS supplement eligibility criteria are not met, please contact the student's home department for the appropriate account to charge. GMS cannot approve supplement payments from sources outside BUSM.	Supplement IO# (only for non-GMS Eligible)	Charge/Month

Stipend Information				
Please confirm the previous stipend payment for this student has been terminated by checking the box to the right.	Stipend Start Date	Stipend End Date	Current GMS Stipend Rates Pre-Qualifying Exam: \$32,250/yr. \$2,687.50/mo. Post-Qualifying Exam: \$33,250/yr. \$2,770.83/mo.	Total Stipend/Month

Tuition Information			
Tuition Available	The tuition available to the student during their appointment period will be split evenly over the academic year.	FOR INSTITUTIONAL TRAINING GRANTS: Can unused tuition funding be applied to other student's on this training grant? Please check if applicable.	

*GMS Stipend Supplement Eligibility Criteria

For doctoral students supported by training grants or fellowships, the Division of Graduate Medical Sciences will cover a portion of a student's total stipend up to the amount not covered by training grant or fellowship funds when the following criteria are met.

- The training grant or fellowship funding the student will not allow federal funds for supplementation of stipends.
- The student has MED as their college of registration.
- The training grant or fellowship has been awarded to Boston University (either campus).
- Training grant or fellowship funds are being used to pay for the student's health insurance.

Comments

Approval	
Administrator Name	Date

Miscellaneous

Notification for BUMC closed or open due to weather inclement or emergency situations

BU Medical Campus CLOSED (date)

Boston University Medical Campus will be open (date). *note Charles River Campus might be closed

BUSM MD and **GMS** classes will be held as scheduled, unless notified by course instructor. Medical, PA and GMS students who are assigned to inpatient services or clinics are expected to be present, if possible. Students who are assigned to outpatient services should check with their course director or the policy at the clinical site.

The **Henry M. Goldman School of Dental Medicine** will follow normal school hours. All Patient Treatment Centers will be open for patient care and all classes will be held as scheduled, unless notified by the Office of Academic Affairs. GSDM students who are on externship should check their respective externship site's policy.

BU School of Public Health classes will be held as scheduled unless notified by course instructor. SPH non-essential staff may telecommute or take a personal day.

A City of Boston snow emergency and parking ban is in effect. Please consider public transportation, if available, for travel to the medical campus to reduce traffic on the roadways. Employees who are part of the BUMC parking program should park in your assigned lot or garage.

For updated information, visit the BUMC emergency communications [website](#).

Department Degree and Hegis Codes

COLLEGE	Department	PHD & (MDPHD - 82)	MA - 41/MS - 44	HEGIS
MED	Anatomy and Neurobiology	81, 88, (82)	N/A	0443
MED	Anatomy and Neurobiology	81, 86, (82)	44	0443
MED	Behavioral Neurosciences	81, 85, (82)	N/A	0425
MED	Biochemistry	81, 88, (82)	41	0414
MED	Biochemistry, Cell & Molecular	81, 88, (82)	41	0454
MED	Biochemistry, PIBS	81, 88, (82)	41	0477
MED	Bioimaging	N/A	44	0465
MED	Biomedical Forensic Science	N/A	44	0464
MED	Biomedical Research Technologies	N/A	44	0488
MED	Biophysics	81, 88, (82)	41	0439
MED	Biophysics, PIBS	81, 88, (82)	41	0478
MED	Clinical Investigation	N/A	44, 46	0458
MED	Computational Neuroscience	81, 85, (82)	N/A	0474
MED	Forensic Anthropology	N/A	44	0471
MED	Genetic Counseling	N/A	41	1328
MED	Genetics and Genomics	81, 88, 86, (82)	44	0444
MED	Genetics and Genomics, PIBS	81, 86, (82)	44	0479
MED	Healthcare Emergency Management	N/A	44	0468
MED	Health Sciences Education	N/A	44	1355
MED	Medical Anthropology and Cross-Cultural Practice	N/A	41, 44	0470
MED	Medical Science	N/A	44	1246
MED	Medical Science / MPH Program	N/A	MED 55 - SPH 59	1246
MED	Medical Science / Clinical Investigation	N/A	MED 43 - MED 47	1246/0458
MED	Medical Science / Mental Health Counseling and Behavioral Medicine	N/A	MED 49 - MED 50	1246/1313

MED	Mental Health Counseling and Behavioral Medicine	N/A	MED 41	1313
MED	Microbiology	81, 88, (82)	41, 44	0411
MED	Microbiology, program in Immunology	81, 88, (82)	41	1279
MED	Microbiology, PIBS	81, 86, (82)	44	0481
MED	Molec&Trans, Cell&Mol	81, 85, (82)	N/A	0487
MED	Molecular and Translational Medicine	81, 85, (82)	N/A	0486
MED	Molecular and Translational Medicine, PIBS	81, 85, (82)	N/A	0482
MED	Molecular Medicine	81, 85, (82)	N/A	0457
MED	Molecular Medicine, Cell & Molecular Biology	81, 85, (82)	N/A	0462
MED	Neuroscience	81, 85, (82)	N/A	0449
MED	Nutrition & Metabolism	81, 88, (82)	41, 44	1321
MED	Nutrition and Metabolism, PIBS	81, 88, (82)	44	1326
MED	Oral Health Sciences	N/A	44	1333
MED	Pathology	81, 85	41	0408
MED	Pathology Laboratory Sciences	N/A	44	0490
MED	Pathology, PIBS	81, 85, (82)	N/A	0483
MED	Pathology, Cell & Molecular	81, 88, (82)	41	0450
MED	Pathology, Program in Biomedical Neuroscience	81, 85, (82)	N/A	1325
MED	Pathology, program in Immunology	81, 85, (82)	N/A	1239
MED	Pharmacology	81, 88, (82)	41	0409
MED	Pharmacology, Program in Biomedical Neuroscience	81, 88, (82)	41	1318
MED	Physiology	81, 88, (82)	41	0410
MED	Physiology, PIBS	81, 88, (82)	41	0484
MED	Program in Biomedical Sciences	85	N/A	0476
MED	Division of Graduate Medical Science (WEB-REG NOT ALLOWED)	NON-DEGREE	40	0000
MED	Early medical selection program (WEB-REG NOT ALLOWED)	NON-DEGREE	40	0000-EMSSP
ENG	Biomedical Engineering	(82)	N/A	0905
SDM	Oral Biology NOT ELIGIBLE FOR WEB-REG	81, 85	N/A	1234
SDM	Oral Biology, PIBS NOT ELIGIBLE FOR WEB-REG	81, 85	N/A	1346

For a list of all degree programs by school or college, please visit this [webpage](#).

Course Scheduling

Instructions

1. To begin your review of class offerings navigate to the Instructor Entry tab of the excel workbook that will be e-mailed to Program Directors and Program Administrators in preparation for each semester. Each class offered the previous academic year will be listed. Determine if the course will continue being offered for the upcoming semester. If the course listed will be offered, complete the remaining columns with the appropriate course information. If the class will not be offered, please remove the course from the workbook by deleting the entire row.
2. Review the "Course and Instructor Info" portion of the Excel spreadsheet, including the course and section number as well as the title of the course. Indicate the type of course in column D(i.e. IND for independent, DRS for Directed Study, or LEC for Lecture, etc.). List the credit hours for each course in column E. In column F, include the name, e-mail, Phone number, and BUID for each instructor directing each course. If a course is directed by more than one instructor, please list this information for each of them. The BUID is **critical** in helping us match each course with the appropriate instructor. Please ensure you list each instructor's BUID number.
3. Proceed to complete the "Course Date & Time Information" columns. In column G-M, indicate the day(s) the course meets (M, T, W, R, F). If the course meets more than once per week, list all days (i.e. MWF). In columns H and I, type the start time(s) and end time(s) for each course. PLEASE NOTE that due to university guidelines courses must be scheduled in two hour blocks in the mornings, starting at 8 or 10 am (the end time is flexible) whereas afternoon courses may be scheduled in one hour blocks (12 pm, 1 pm, 2pm,). If the course does not follow a standard schedule, if it meets on different days and times or if it is a directed study and meets on arranged times please list "ARR" in column G and you may leave columns H and I blank. In column J, you may list any notes you want to make visible to students enrolling in the course. Some examples include the location of the course if you are not requesting a room but you are using proprietary space. Please note you are only allowed 5 lines with 15 characters each for notes. Specify whether the course is running on standard or non-standard dates in column K. If the course is not running on standard dates please list the start date and end date in columns L and M respectively.
4. Input Registration Information. "WebReg Restriction" in column N refers to student's ability to register online via the student link. Yes will restrict them from doing so, in which case the course instructor must enroll students manually. Column O indicates students from which college can enroll, and column P "Enrollment Limit" sets the number of available seats. Please note that the enrollment limit is critical in finding a room to teach the course, if you require a specific room to teach a course please note the total capacity of the room. Column Q "Program Degree" allows restriction for only certain degree programs to enroll, and column R Hegis Code & Enrollment number further restricts exactly how many seats available for the hegis code restrictions.
5. Please note GMS will be responsible for academic room scheduling **ONLY**. However, Program Directors are responsible to submit the information required in this workbook to ensure a classroom is successfully booked. Room scheduling for non-academic purposes (for workshops, social events, or any event other than classes should be booked via 25Live by each individual program).

6. Input Classroom Information. Please enter “Y” if you require any room booking for each course. If you have a specific room requests, please list the room number in column S. If you plan on using a room within your department, please enter that room number in column S and indicate if it is your own room in column T. Enter any special instructions or requests in column U. Please be mindful that these features may limit spaces in the Optimizer (perhaps even making a course “unassignable” in 25Live, if features were selected as required that don’t actually exist in any one space)—the underlying message here being to only input the features that are absolutely necessary.
7. After you have reviewed all the classes listed, and inserted the requested information, the workbook is complete. If for some reason a class did not appear on the list and should be offered, you may enter the course in a new row. Please save the worksheet and email it back to the Assistant Registrar at cinyee@bu.edu. THE WORKBOOK MUST BE RETURNED BY THE DEADLINE to ensure successful course and room scheduling. If you cannot meet the deadline, please contact Millie ASAP. The registrar will be in contact if you requested a room or if any further information is needed.

Sample Course Scheduling

FALL '17	[PROGRAM NAME]				COMPLETED BY: Name, Ph, Email						
COURSE & INSTRUCTOR INFO					COURSE DATE & TIME INFORMATION						
COURSE NO. & SECTION (GMS XX ### X#)	TITLE	TYPE	CREDIT HRS	INSTRUCTOR: Name Email Phone Number BU ID	MEETING DAY (S)	START TIME	END TIME	NOTES	Standard or Non-Standard? If non-standard, enter dates in Columns O + P	START DATE	END DATE

FALL '17	REGISTRATION INFORMATION					CLASSROOM INFORMATION		
COURSE NO. & SECTION (GMS XX ### X#)	WebReg RESTRICTION? "Yes" indicates CANNOT register online	COLLEGE Example: MED, SPH, SAR	ENROLLMENT LIMIT (must equal hegis total)	PROGRAM DEGREE Example: 41, 44, 81, 85	HEGIS CODE & ENROLLMENT NUMBER Example: 0414 (2)	Room Request for Fall 2017	Is this your department conference room? (Y/N)	SPECIAL REQUIREMENTS: Computer Lab, internet, LCD, movable chairs, etc.

Course Educator Process

Dear Program Directors & Administrative Support Staff,

This memo outlines the procedures for programs who use course educators and fall under the SEIU agreement (Masters & PhD Programs). Course Educators include professionals or scholars whose primary place of employment is not Boston University or whose primary employment within the University is not in a faculty role. Approval for teaching by Course Educators must be obtained by the GMS Assistant Dean in consultation with the Associate Provost and Dean’s offices.

The course educator position is covered by the collective bargaining agreement between the University and Service Employees International Union Local 509, CTW, CLC because the educator teaches at least one credit bearing course in a degree granting program, and is compensated on a per course or per hour basis in GMS. This agreement requires all Course Educators employed by the Division Graduate Medical Sciences to join the Union within 30 days or elect to become a charitable contributor or a non-member agency fee payer. In the collective bargaining Unit, the educator must elect one of the 3 choices found in Article 3. The collective bargaining agreement and information can be found at:

<http://www.bu.edu/hr/labor-relations/>.

In order to meet the requirements of the SEIU agreement regarding Course Educators a request form is first submitted by program administrators. If the form is approved by GMS, the contract is then executed by GMS and sent to the course educators. Program administrators will then input the information into SAP. Please contact the Assistant Dean's Office for deadlines related to course educator requests, contracts and their execution.

Attached is the Course Educator Request Form.

If you have any questions regarding the form, please do not hesitate to ask Dr. Steve Brady sbrady@bu.edu

Sincerely,

**Boston University School of Medicine
Graduate Medical Sciences**

Course Educator and BU Employee (For Additional Payment Only) Request Form

Name: LAST FIRST MIDDLE
Highest Degree: **Mailing Address:**
BU ID:
E-mail:
Telephone:

Status: ☐ Probationary ☐ Post-Probationary

Probationary: Less than 4 calendar years or 8 courses taught

Post-Probationary: More than 4 calendar years with at least one course taught per year

1. Course Name:

Course Number:

Course Schedule: Tuesdays from 5:00 to 9:00pm in L317

Start Date: Click here to enter a date.

End Date: Click here to enter a date.

Semester Offered:

Credits:

Is this course required? ☐ YES ☐ NO

If yes, which program is it required for?

Salary: \$

SAP Funding Source Number or Name of Program:

2. Course Name:

Course Number:

Course Schedule: Tuesdays from 5:00 to 9:00pm in L317

Start Date: Click here to enter a date.

End Date: Click here to enter a date.

Semester Offered:

Credits:

Is this course required? ☐ YES ☐ NO

If yes, which program is it required for?

Salary: \$

SAP Funding Source Number or Name of Program:

Comments:

DIVISION APPROVAL

Program Director:

Date:

Assistant Dean of GMS:

Date: