



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
 - 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 or include you for virtual events.
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Program Responsibilities

- Provide ongoing *recruitment plan* to GMS Master's programs (overseen by Dr. Davies)
 - 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. Theresa Davies tdavies@bu.edu (Master's programs, GMS-wide recruitment)
Shuchita Rao srao2019@bu.edu (Admissions)

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 Rao \(srao2019@bu.edu\)](mailto:Shuchita Rao (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:

Fee Waiver request forms can be found [here](#). 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 \$36,782 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 \$36,782 is valid as of Fall 2021.

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
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 2020-21 admissions cycle to the 2021-2022 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 or Karen Francis (kfranci@bu.edu) 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: Shuchita Rao srao2019@bu.edu

Financial Aid

Pre-Enrollment

Financial Aid FAQs

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

1. How much does a student need to borrow?
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?
The federal maximum a GMS student can borrow in the Federal Direct Unsubsidized Loans is \$138,500. To view their current aggregate borrowing students should visit StudentAid.gov.
3. What is the role of the Student Financial Services office?
Student Financial Services helps GMS students identify ways to effectively meet their financial needs through available funding. SFS offers a friendly, student-centered environment that welcomes walk-ins, appointments, telephone calls and emails.
4. What are some basic factors students should be aware of when considering taking on loans?
Students should consider Interest rates, repayment periods, deferment terms, and loan fees. More information can be found on the [SFS website](#).
5. Does GMS offer scholarship?
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. Visit the [SFS website](#) for tools on how to begin your search.
6. If eligible, will students be awarded subsidized or unsubsidized Federal Direct Loans?
Subsidized Direct Loans are not available to graduate students. If a student is eligible for Federal Direct Loans, the loans will be unsubsidized. Congress ended Perkins Loans in 2015. Stafford Loans are now called Federal Direct Unsubsidized Loans.
7. What steps should a student take after filing the FAFSA?
Students must complete the GMS Application for Financial Aid to declare their enrollment and if they intend to keep or waive the health insurance. If a student plans on borrowing the Federal Direct Unsubsidized Loan, they will need to complete the Entrance Counseling and Master Promissary Note at StudentAid.gov. More information about application considerations can be found on the [GMS Applying for Aid website](#).
8. What should a student do if they receive a SAR from FAFSA?
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. The submitted data helps Student Financial Services determine the student's eligibility for financial aid funds.

9. How many credits are considered "part-time", "half-time", etc?

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?

Students can find tuition due dates for each semester on the [BU's Accounting Services website](#).

11. How does a student's residency status affect their loan eligibility?

Federal loans are open to U.S. citizens or permanent residents.

12. What is included in the "cost of attendance"?

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, or can provide proof of purchase from an outside source. More information can be found on the [GMS Cost of Attendance webpage](#).

13. What happens if a student has federal loans from a previous program.

- a. Once a student begins a program in GMS, the Registrar will provide their enrollment status to the National Clearinghouse, which will be provided to their federal loan servicer.

Additional Resources

- [Student Financial Services](#).
- [Loans and Financing Options](#).
- [StudentAid.gov](#).
- [Graduate PLUS Loan](#).
- [Housing Resources](#).

Contact: [Student Financial Services](#).

Email: osfs-gms@bu.edu

Walk-in and virtual drop-in appointment schedules are found on the [SFS Contact Us webpage](#).

	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

Summary of Loan Options

Graduate Medical Sciences Stipends

An incoming PhD student is typically funded by Graduate Medical Sciences through a Dean's Fellowship during their first year. By the end of the first academic year, the student is expected to work with a research advisor who will take over funding the student via a research assistantship. This transition in funding typically takes place in June. The student is guaranteed 5 years of funding, given satisfactory progress. If the student's research advisor cannot provide funding for a short period, the student may receive bridge funding through Graduate Medical Sciences.

Graduate Medical Sciences PhD student stipend funding has only one level. The stipend level for the 2021-2022 academic year is \$36,782. This stipend amount is reviewed annually to ensure the vibrancy of the PhD programs.

Types of Student Funding

Dean's Fellowship

The Dean's Fellowship is awarded to a PhD student of exceptional academic promise for the period of their first academic year. It covers their full tuition, BU's individual health insurance, student services fee, and a monthly stipend. All applicants to the PhD program are automatically considered for the Dean's Fellowship award, and no special application is required.

For the remainder of the PhD program, the student is typically funded on a Research Assistantship (RA) by their research advisor. The Dean's Fellowship is not renewable, but each recipient can expect continued support in the subsequent years if he/she/they makes good progress toward completion of the doctoral degree.

No specific teaching or research service is required of Dean's Fellows, but recipients are expected to establish research goals with a research advisor during the first year of study. Dean's Fellows are paid monthly.

Research Assistantships

The most common funding mechanism after the first academic year is a research assistantship (RA). They are offered by individual faculty members with sponsored research grants. An RA is a member of a research group or a laboratory or center. The position offers a close association with members of the faculty and is an effective arrangement for graduate study. Work on the dissertation project is normally part of a RA's assignments. RAs are expected to work full-time, with time allowed for courses during the academic year. RAs are paid weekly.

A first-year PhD student with a Dean's Fellowship should secure a funded Research Assistantship no later than the end of their first academic year (June 30). Research Assistantships and academic obligations constitute a full-time commitment. In exchange for the stipend provided, the student agrees to work a minimum of 20 hours/week during the

academic year, and 39 hours/week during the summer term. Because this appointment is considered employment, the student should be aware that taxes may be deducted from the stipend portion of their award.

As a RA, the student will receive a tuition scholarship for credits taken toward their degree during their period of employment. The student is required to register for each semester in a timely manner and complete required payroll forms as requested. PhD students may only work under one Research Assistantship at a time. Research Assistants are paid weekly; this breaks down to 17 weeks in the Fall and Spring and 18 weeks in the summer. Fall semester paychecks are issued from September through December, Spring semester paychecks are issued from January through April, Summer paychecks are issued from May through August.

Bridge Funding

If a research advisor is unable to provide funding to the student immediately, or if there will be a gap in the funding they have available at any point, the advisor should apply for Graduate Medical Sciences bridge funding through their department chair. If approved, the bridge funding simply replaces the student's funding mechanism. The advisor should notify their department chair and Graduate Medical Sciences well ahead of the needed bridge funding to allow for a transition between the funding sources. Bridge Funding Fellows are paid weekly.

External Fellowships

Graduate Medical Sciences encourages PhD students to seek internal and external fellowships from reputable sources that will enhance their careers and provide financial support toward their tuition and stipend. If awarded an external fellowship, the student is expected to accept external funds in lieu of internal fellowships and assistantships. Once awarded an external fellowship, students are encouraged to apply for the [Graduate Medical Sciences Fellowship Award](#) which recognizes PhD students who have obtained an external fellowship. If an external award is less than the Graduate Medical Sciences stipend rate, Graduate Medical Sciences will supplement it to make up the difference. Tapping into these external sources allows Graduate Medical Sciences to support the greatest possible number of eligible students, while also enhancing the research environment and impact. A student who accepts such fellowships should check to make sure there are no stipulations from their funding agency that are at odds with the Graduate Medical Sciences PhD program.

Internal Training Grant Programs

Boston University School of Medicine and Boston Medical Center currently hold 20 NIH institutional training grants that together support the research projects of over 60 predoctoral and 60 postdoctoral trainees. Individual programs bring together expert faculty mentors from different schools and departments, creating an interdisciplinary training environment and excellent opportunities for team-based science. There are also 4 additional training programs at Boston University's Charles River Campus that bring the total number of NIH-funded institutional research training programs at BU to 24. Some of

the training grants provide extra support for students such as funds for travel or supplies, while others are full graduate fellowships that provide funding for the stipend, tuition, etc. Students are encouraged to review the training grant program [listing](#) and contact directors for additional information.

Stipend Paychecks

A student is expected to have a bank account in the United States. Direct Deposit of payments to your bank account is the norm for most students. (Please note that a Social Security Number is required for Direct Deposit: international students should apply for one as early as possible.) If you elect not to use direct deposit, or while you are waiting for your SSN, paychecks can be picked up at the “Paycheck Express” counter located in the First Point Lobby, 881 Commonwealth Ave, 2nd Floor. Paychecks are issued on the Friday following each week of work.

Summer Stipends and Tax Withholding

A student-funded on fellowships other than NIH will have FICA taxes withheld from their paychecks during the summer (May, June, July and August).

Stipend Schedule

It depends on the type of stipend you are receiving. Non-service stipends, such as a Dean’s Fellowship, are paid on the fourth Friday of each month. Service stipends, such as Teaching Fellows and Research Fellowships, are paid weekly, on Fridays. See the tables below for a detailed breakdown.

Dean’s Fellowship

Stipend Amount	\$12,260.67/semester \$3,065.17/month
Payment Period	Fall: September-December Spring: January-April Summer: May-August (only for those awarded 12-month fellowships)
Payment Structure	Stipend is paid on the 4th Friday of each month in the semester
Taxes	The portion of financial aid that exceeds the expense of tuition, books, and fees maybe subject to income tax. For U.S. citizens and permanent residents , this stipend is not subject to tax withholding by the University; however, it is your responsibility to report it accurately to the IRS and make payments on the taxable portion of your award. For international students , you will be required to apply for a Social Security Number and your stipend will have a taxation rate of 14% unless you are claiming exempt under a tax treaty .

Research Fellowships (Research Assistantships)

Stipend Amount	\$12,260.67/semester \$707.35/week
Payment Period	Fall: September-December (17 weeks) Spring: January-April (17 weeks) Summer: May-August (18 weeks)
Payment Structure	Stipend is paid weekly on Fridays
Taxes	The portion of financial aid that exceeds the expense of tuition, books, and fees is subject to income tax. This stipend is subject to tax withholding by the University who is required to report the stipend portion of the award as income to the federal government.

GMS Pre-Doctoral Non-Service Stipends Payment Request

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 Graduate Medical Sciences.

Stipend Request Process Steps

1. Student is appointed to a grant in which they will receive a non-service stipend.
2. Funds Administrator will contact the student's Department Administrator to gather student's information (UID number, college of registration, etc.) as well as instruct the Department Administrator to terminate the previous stipend payment method.
3. Funds Administrator completes GMS Student Non-Service Stipend Request Form and submits the form to GMS FAO. For Federal Grants: A Copy of The Statement of Appointment (Form 2271) should be included with the request form.
4. GMS FAO will initiate the stipend in the BU SAP system if a valid financial aid fund number already exists for the referenced award account.
5. The Medical Campus Office of Student Financial Services (OSFS) must request a new financial aid fund number for new award accounts; this process can take 1-3 weeks.
 - a. Any forms with inadequate or missing information will be returned to the Funds Administrator for resubmission.
2. After the stipend has been initiated, OSFS will review and approve the stipend payment in BU SAP system.
3. The stipend will then go to Post Award Financial Operations for review and final approval.
4. Funds Administrators will be notified of completion of stipend request process after this final approval.

Completing the GMS Student Non-Service Stipend Request

The form can be found [here](#) with instructions and examples.

GMS Supplement of Grant Stipends

For doctoral students supported by training grants or fellowships, the 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. It is the responsibility of the Funds Administrator and the student's PI/home department to arrange funding in cases where a student does not meet the criteria above. Note that GMS FAO will not process or approve charges on accounts unaffiliated with the School of Medicine.

Stipend Processing Deadlines

There are several deadlines 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 approved in the BU SAP system the 3rd Thursday of the payment's initial month. As such stipend request should be submitted at least 3 weeks prior to the start of initial payment month. This deadline is to ensure that all requests are processed and approved by all relevant offices in a timely fashion. It also allows enough time for any registration issues to be resolved.

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 start of the month the initial stipend payment will be made.

For example: If a stipend is to start March 1st, the request must be received 2 weeks prior to the start of March.

Errors and Amendments to Non-Service Stipends

Every effort will be made by GMS staff to ensure stipend payments are accurate and timely. If a stipend request is submitted in error and processed by GMS Finance and Administration, the Funds Administrator must notify GMS Finance and Administration as soon as the error is discovered. 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 Funds Administrator should alert GMS as soon as possible to prevent an overpayment. The student's Department Administrator is responsible for arranging funding for the student after they are terminated from the grant.

Questions, Comments, Issues

Contact GMS FAO regarding questions or comments on the Non-Service Stipend Request process.

If you have any issues while using the new GMS Student Non-Service Stipend Request form, you may contact our group (gmsfao@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.
4. 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).

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 Research	N/A	44, 46	1351
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 Professions Education	N/A	44	1356
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 Research	N/A	MED 43 - MED 47	1246/1351
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	480
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 delete the information to the right of the course name and number. Do not delete the course name and number.
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. Please not any changes in red font. Indicate the type of course in column C (i.e. IND for independent, DRS for Directed Study, or LEC for Lecture, etc.). List the credit hours for each course in column D. In column E, 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 F-L, indicate the day(s) the G and H, 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 F and you may leave columns G and H blank. In column I, 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 J. If the course is not running on standard dates please list the start date and end date in columns K and L respectively.

4. Input Registration Information. "WebReg Restriction" in column M 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 N indicates students from which college can enroll, and column O "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 P "Program Degree" allows restriction for only certain degree programs to enroll, and column Q 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 campus location and classroom. Indicate the classroom location for BUMC (column R) or CRC (column S) or Department room (Column T). 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 R. If you plan on using a room within your department, please enter that room number 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 in red font. Please save the worksheet and email it back to the Assistant Registrar at franci@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 2022		[PROGRAM NAME]			COMPLETED BY: Name, Ph, Email	DATE:							
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 K + L	START DATE	END DATE		
REGISTRATION INFORMATION					CLASSROOM INFORMATION								
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 Requested Onsite at BUMC Campus (GMS)	Room Requested Onsite at Main Campus (CRC)	Department Room Number	SPECIAL REQUIREMENTS: Computer Lab, internet, LCD, movable chairs, etc.					

Graduate Medical Sciences Clinical Instructors

This memo outlines the procedures for degree-granting programs who utilize Graduate Medical Sciences Clinical Instructors for teaching courses in their programs. Graduate Medical Sciences Clinical Instructors include professionals or scholars whose primary place of employment is not Boston University and who are compensated on a per credit hour basis for teaching credit bearing courses in a Graduate Medical Sciences degree-granting program. As such, individuals in the Graduate Medical Sciences Clinical Instructor position are covered by the [collective bargaining agreement](#) between Boston University and Service Employees International Union Local 509, CTW, CLC. Note that University employees in staff or faculty roles who teach a course for a degree-granting program should not be classified as Graduate Medical Sciences Clinical Instructors and are excluded from this process. Please visit Article 1 of the [SEIU L509 collective bargaining agreement](#) for an exhaustive list of which individuals are covered by the agreement. You may also contact GMS FAO for questions related to determining eligibility.

Article 3 of the SEIU L509 [agreement](#) requires all new Graduate Medical Science Clinical Instructors employed by Graduate Medical Sciences degree-granting programs to choose one of the following options within 30 days of their employment: become members of the Union, or pay an agency fee without becoming a member. This requirement can be read in detail in Article 3.2 of the [agreement](#). Note that Article 3.3 of the [agreement](#) provides a third option for individuals who fall into the category of federal, state, or District of Columbia judiciary members. Article 3.3 also provides an additional option for individuals who affirm through a

written statement to the Office of Human Resources (Attention: Labor Relations) that payment of the Union fee will have an adverse impact on their professional work or employment outside of the University because of an actual, potential, or perceived conflict of interest. Please visit Article 3.3 of the [agreement](#) for more detail.

In order to meet the requirements of the SEIU agreement regarding Graduate Medical Sciences Clinical Instructors, [workbook-based requests](#) for contracts must be submitted by Program Directors or their designee by the dates listed below. Requests will be reviewed and approved by GMS Finance and Administration. If approved, a contract is executed and provided to Program Directors and their designee for distribution. Once signed, contracts should be returned by the deadline noted below. Note that any missed deadlines may result in delayed payments or inability to access University resources such as Blackboard. These deadlines are based in part on University payroll deadlines to ensure timely processing.

Semester Teaching	Contract Request Returned by:	Contract Issued:	Signed Contracts Returned:	Contract Processed:	Adjustments Needed:
Fall 2021	07/16/2021	07/20/2021	07/23/2021	07/30/2021	08/13/2021
Spring 2022	10/18/2021	10/25/2020	11/01/2021	11/08/2021	12/06/2021
Summer 2022	03/07/2022	03/14/2022	03/21/2022	03/28/2022	04/11/2022