
OFFICE OF RESEARCH AND SPONSORED PROGRAMS
University of New Orleans

Internal Management Directive IMD – 85.005

Effective Date: 7/1/2016

SUBJECT: Master's One For Three Program

PURPOSE

The purpose of the Master's One for Three Program is threefold:

1. Encourage researchers to seek external funding for research.
2. Encourage researchers to use external sources of funding to fund masters' graduate assistants.
3. Promote and encourage the recruitment and retention of highly qualified masters' students.

DEFINITIONS

Academic Year: Fall and Spring semesters

Full time master's graduate assistant: Graduate assistant whose duties consist of various assignments. The student is employed 20 hours/week in this capacity.

External grants: Those grants for which an entity, other than UNO, is the grantor agency; Ex.: BoR, NSF, NIH, DoD, e.g.

GENERAL POLICY

Academic departments that support three full-time master's-level graduate assistantships (salary and tuition) from external grants for the academic year will be awarded one third of the total number of externally funded master's students in tuition waivers for master's graduate assistants the following year. Continuation of this program is decided annually based upon the financial conditions of ORSP and the Graduate School.

AUTHORITY

Internal Management Directives, IMDs, are issued in accord with AP-OP-01.1.

POLICY

At the end of the fiscal year, chairs and/or graduate coordinators will provide to ORSP a list of master's students whose graduate assistant salaries and tuition were funded from external sources managed by an external, open grant or contract in ORSP. This list will include the **student's name, student ID, funding agency name, speed key, tuition and salary paid** (either on a fiscal or academic appointment) during that fiscal year. Board of Regents approved centers and institutes will roll into the academic department for purposes of this calculation.

Student support from any other source of funding (including university cost share, expired fixed price contracts, return of indirect cost accounts, etc.) will not be included in determining the amount of Master's One for Three funding.

The threshold for a department to receive Master's One for Three funding is as follows:

The department must pay the salary and tuition of at least three **full-time** master's graduate assistantships from external grants or contracts for the academic or fiscal year.

Paid internships sponsored by an outside agency and processed through ORSP as a contract will be included in the calculation.

Once the threshold is met, Master's One for Three funding will be calculated as follows:

For every three master's students supported externally as a graduate assistant during a given fiscal year, the university will provide one waiver of master's tuition to the academic department to use in the following fiscal year.

The funding under this program is awarded to the department of the PI of the award. Therefore, the chair or a departmental committee will determine the master's student(s) whose graduate assistantship position(s) will be supported by this funding.

Examples:

- One or more PI's (Principle Investigators) within a department fund six masters' graduate assistants in the Fall and Spring. The department would receive 2 tuition waivers for the following fiscal year.
- A department received 2 tuition waivers in the Master's One for Three funding this current year (FYa). For the following year (FYb), the department did not

qualify for funding. No One for Three funding would be allocated in FYb, regardless of which students were funded the prior year.

- A PI receives an award that will pay for only the salary portion of a graduate assistantship. This will not be included in the calculation because the external sponsor is not paying for the salary and tuition for the graduate assistant.