GDAPP Fund Allocation

The Graduate School commits to the department/program of the GDAPP awardee, $10,000 per year for two years in FD076 funds. This award is meant to supplement the student’s standard assistantship salary, by offering a competitive higher salary.

The Graduate School will initiate a Budget Amendment to transfer the funds to the department/program.

Budget Amendment Steps:
- Prior to fund distribution, the student must have an approved academic year assistantship appointment in Workday (WD).
  - The assistantship must be funded with state appropriated funds at the GDAPP salary step based on the offer letter to the student.
  - Grad Waiver must be OFW (or OFWNR if applicable).
  - Assistantships may be funded with grant funds (*see grant exception process below)
    - Grad Waiver must be QTR (or QTRNR if applicable).
- Department/program must notify the Graduate School Finance team (gs.finance@wsu.edu) when the student’s assistantship is approved in Workday.
  - Email should include: student name, student WSU ID#, position #, FD076 departmental worktags to transfer the $10k, year 1 or year 2 award.
- GS Finance Team will initiate the budget amendment in WD.

Notes:
- The Funds Transfer request and Budget Amendment should be completed within the first two months of the beginning of the academic year.
- Assistantship appointment in workday must be for the entire academic year (Aug 16- May 15).
- Funding of assistantship must be state appropriated funds - FD001, FD076, FD080 - (*see grant exception process).
- Funds cannot be deferred and are only issued during the awarded years.
- Graduate School fund disbursement is under FD076 only.
- Note that the fund transfer will include $10K plus a variable amount to capture the difference between the program standard salary step and the GDAPP salary step.

*Grant Exception Process
- When assistantships are funded with grant funds, the Graduate School will issue the award to the department/program in FD076 funds for use at the department’s discretion.
  - The assistantship must be assigned at the GDAPP salary step based on the offer letter to the student.
  - Meaning the grant will cover the standard assistantship salary + $10k + QTR

Questions can be directed to Graduate School AFO, Mayra J. Garcia Rodriguez (mayra.garcia@wsu.edu)
These fund disbursement guidelines are subject to change with new WSU Budget Model.