

Instructions for Fellowship Calculations Spreadsheet

- 1) Fill in cells B2 through B4 and possibly B5
 - a. B2 – Enter how many credits you are taking in the semester
 - b. B3 – Choose a % of time appointment from the dropdown
 - c. B4 – Do you have CU insurance (yes or no)
 - d. B5 – If no in B4, do you have Buff Care (yes or no)

Based on your answers in B2 through B5, the spreadsheet will automatically calculate your tuition amount, insurance amount and student fees. Rates are based on the 2020 –2021 Tuition and Fee Rate Sheets posted on the Bursars Office website.

<https://www.colorado.edu/bursar/costs/tuition-fee-rate-sheets>

- 2) Appointments in addition to a Fellowship need to be approved
 - a. NIH/NSRA
 - i. Approved by the sponsor up to 25% time (10 hours per week)
 - ii. Requires the student will have sufficient time to work on research and that an additional appointment with not interfere
 - b. NSF/GRFP
 - i. Approved by the graduate school up to 25% of time (10hours per week)
 - ii. Requires the additional appointment either helps the student's academic/professional improvement or corresponds with research
 - c. PI or Department
 - i. Approval needed from the PI for GRA appointments
 - ii. Approval needed from the department for TA appointments
- 3) Additional information for reading the spreadsheet
 - a. Fees are broken out on the "fee" tab and combined on the "calculations" tab
 - b. Tuition rates are broken out on the "tuition rates" tab
 - c. Tuition remission amounts are explained on the "tuition remission" tab

Please contact your Finance & HR Professional in the Business Office upon receiving any Fellowship. They will help you through the process to ensure everything is set up correctly with your fellowship and additional appointment (if applicable).