



MEMORANDUM

TO: Deans, Department Chairs and Research Administrators  
Michael Glasgow, Assistant Vice President for Research Administration  
FROM: Roseanne Ford, Associate VP for Research & Graduate Studies  
RE: Graduate Student Health Insurance Subsidy Program  
Date: July 5, 2005

This memo is to provide information on implementation of the three-year phased plan to transfer the costs of the health insurance subsidy for graduate research assistants (GRAs) from university general education funds to sponsored program awards.

The healthcare premiums will be \$1817 for first-time enrollees, with coverage lasting from August 15, 2005 through August 14, 2006, and \$1768 for re-enrollees, with coverage lasting from August 25, 2005 through August 14, 2006. Graduate students who qualify for the health insurance subsidy program (GTAs, GRAs, and GAAs who earn at least \$5,000 during the fiscal year in an academically-related job) will be notified by email that they are eligible and then asked to enroll with The Chickering Group.

During this first year of the phased implementation we will use clearing accounts to charge the full cost of health insurance. The charging process will operate similar to the way tuition remission is currently handled. Up to one third of the health insurance cost of a full time GRA will be allowed to be transferred to sponsored program awards.

Health insurance costs charged to sponsored program awards should be distributed proportionally to all sources funding the GRA including any TA or GAA combinations- for example, if a graduate student is a GRA for one semester and a TA the following semester, the one-third allowed to be charged to sponsored programs should be split between the GRA funding sources and the TA for the fiscal year. This process will operate in the same way that tuition remission is currently handled.

Please note that the process for charging fellowship recipient health insurance remains unchanged. Questions should be directed to Rod Waterman in the Office of Sponsored Programs ([rcw4e@virginia.edu](mailto:rcw4e@virginia.edu), 924-3868).

We will continue to monitor and evaluate this implementation process.

Please distribute this information to your faculty and all PIs.

Cc: Ariel Gomez  
Anda Webb