

Graduate Assistant Tuition Remission Policy

(Effective July 1, 2009)

Scope and Purpose

Case Western Reserve University aims to attract and retain top quality students to our graduate degree research programs by offering competitive recruitment packages including excellent salaries, benefits and tuition support. The purpose of this policy is to advise Principal Investigators on charging directly to sponsored projects a partial or /full tuition for graduate assistants assigned to and supported by a sponsored project during Fall, Spring and/or Summer semester(s).

The University has a stewardship responsibility for all sponsored funds and seeks to implement consistent tuition remission policies across all units of the Institution.

Policy

CWRU's Office of Sponsored Projects Administration (OSPA) tuition remission policy describes guidelines for proposals for sponsored research, teaching/training, or public service projects which include salary support for graduate assistants (account code 512200). Tuition remission is that share of tuition charged directly to a grant and that is a component of the student's total compensation package along with salary.

Tuition remission for graduate assistants may be included in all sponsored project proposals unless specifically precluded by sponsor policy/guidelines. These policies/guidelines may state that tuition remission is not an allowable expense, or in other cases, that indirect costs may be applied to tuition. Please contact OSPA for further information and implementation.

Tuition Remission is an allowable charge to federally sponsored projects provided that it meets the following criteria:

- 1) the amount represents reasonable compensation for necessary work on the project,
- 2) tuition remission is provided in lieu of wages, and
- 3) is consistently applied throughout the institution.

Effective July 1, 2009, tuition remission on sponsored projects will be applied as a direct non-salary expense to the sponsored project supporting the graduate assistant's compensation. **Tuition remission costs are excluded from fringe benefits or indirect cost assessment, unless sponsor policies/guidelines specifically allow for fringe benefit or indirect cost assessment.**

Effort Reporting: Tuition remission payments on student accounts will be routed via PeopleSoft to Case Western Reserve University's effort reporting system for inclusion in total compensation. Note that Elective fees and penalties, including parking, laboratory, student activity and late registration/payment penalty fees, may not be covered by a grant or contract. These and any other special fees are the student's responsibility. However, many sponsors do allow inclusion of health insurance benefits on budget proposals. If this charge is allowable, specific instructions will be included in the sponsor guidelines

Procedure

Tuition remission costs will be identified as a direct cost within the “other direct” category of the budget for each graduate assistant budgeted in the Personnel category of the budget. The timeline for this change will be as follows:

- New proposals-All proposals submitted with a July 1 or later date will incorporate this change of budgeting
- New awards/modifications received after July 1, the change in budgeting will be completed at the time the award is set up internally. A request for prior approval will be sent to the sponsor at this time if required.
- Existing awards with tuition remission costs will be identified by OSPA and rebudgeted in coordination with Management Centers and departmental administrators.

Tuition remission for graduate assistants working on more than one sponsored project in any one semester must be pro-rated and charged to each project in the same proportion as the student’s salary and effort on each project.

If the Principal Investigator (PI) must add a graduate assistant to a project that did not originally request funding for this type of position under this policy, the PI is responsible for rebudgeting dollars from other direct cost categories to cover both the graduate assistant’s salary and tuition remission costs, in accordance with sponsor guidelines.

Tuition remission payments will be posted directly to the student’s Bursar accounts and charged to the sponsoring fund, through PeopleSoft.

NIH Cap on Graduate Student Compensation

The maximum amount that NIH will award to support the compensation package for a graduate student research assistant remains at the stipend for a postdoctoral scholar at zero years experience, at the time of the award as described in NOT-OD-02-017. The sum of the graduate student stipend, related fringe benefits and **tuition** costs are subject to this maximum amount. Current postdoctoral stipend levels can be found on the NIH Web site <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-09-075.html>. For 2009, the total compensation is \$37,368. Any additional compensation above this limit must be cost shared from non-Federal sources.