

## MEMORANDUM

DATE: 3/27/09

TO: DASNR faculty  
DASNR Department Heads  
DASNR Associates/Assistants

FROM: Hollie Schreiber

SUBJECT: Graduate Student Tuition Remission on Sponsored Programs

ATTACHMENTS: Proposed Policy (expected to be approved by the Regents by April)  
General information about Tuition Remission

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OSU has been granted approval from the Office of Naval Research (our federal cognizant agency) to assess tuition remission at a rate of 14% of salary/stipend on sponsored programs where a GRA is an active and paid participant in the project. This automatic assessment will begin on **August 1, 2009** for all sponsored programs. Please see the attached proposed policy and general information.

Exceptions to this policy are allowed.

1. For grants and contracts already in place, exceptions will be granted for accounts for which tuition remission was not proposed to the agency and therefore not approved as part of the award. Ag Sponsored Programs will work with individual departments and with GCFA to identify and flag those accounts appropriately.
2. Exceptions will be granted for any grant or contract with a sponsor that considers tuition remission an unallowable cost. This will require documentation that such costs are unallowable.
3. Exceptions \*may\* be granted if payment of tuition remission will have a significant negative impact on the budget. This will require prior approval of Ag Sponsored Programs.

**Beginning April 1**, Ag Sponsored Programs will not approve any proposal budget that does not include tuition remission if a GRA is requested to be paid from grant or contract funds, unless an exception (#2 or #3 above) is noted in Part 5.

Notes:

- This process will be transparent to the student. All GRAs, regardless of funding source, and regardless of the sponsor's willingness to pay tuition remission, will receive a tuition waiver.
- For the purposes of this policy, a GRA is defined as "O" job code, 1749 Class Code Graduate Research Assistant or "O" job code, 3769 Class Code Graduate Research Associate.
- The 14% is assessed against salary/stipend only; not fringe benefits
- Tuition remission remains excluded from MTDC for the purposes of calculating F&A costs
- The percentage assessed is subject to change each year. It will be negotiated with ONR on a recurring basis, just as F&A and fringe rates are negotiated.
- The "flag" for assessing (default) or not assessing the 14% rate will be a part of the Employment Action (EA) form.

If you have questions about this policy and procedure, please call Hollie Schreiber, Manager, Ag Sponsored Programs at x7196.