

Proposal Services
Procedural Guidelines for GRA Tuition
T. Fayle, July 30, 2018

Pursuant to the policy originally signed by Dr. Floros on April 4, 2016, the following procedures address how Proposal Services will handle implementation of the policy.

Application:

- With an effective date of April 4, 2016, this policy will not affect projects submitted to sponsors prior to this date. This policy will however apply to any and all proposals and awards submitted for project continuations or new requests for additional funds. Awards received where the budget was not processed through PreAward Services are subject to the inclusion of tuition.
- Projects where Ag is not the college will be reviewed for Ag students only. If the budget is not split out, it will be assumed there are no expenditures in Ag and therefore nothing to review for tuition.

This policy can be met by:

- Including tuition in the salary
- Itemizing tuition as Other Direct Cost on the tuition line
- Faculty providing the tuition out of other funds
- Proration of tuition and fees will be done based on the FTE of the GRA budgeted. For example, 25% GRA budgeted equals 50% tuition and fees requirement.

Cayuse IPF:

- Budget on the Tuition line under Other Direct Costs.
- For budgets that include the tuition in the salary, a note should be made in the budget section comments of the IPF.
- For budgets where the student is getting tuition but not from the project budget the justification can include the item as cost share (if appropriate), a note can be made in the budget section comments of the IPF.
- The IPF will be deferred when they do not contain enough information to determine treatment of tuition or guidelines stating the sponsor does not allow tuition.