Graduate Research Assistants Tuition Policy
Effective Date: July 1, 2014

The College of Engineering (the College) aims to attract and retain top quality students to our graduate degree research programs by offering competitive recruitment packages including tuition support. It is the College policy that tuition costs for graduate research assistants (GRAs) be included as a direct cost in all grant proposals and contracts for all sponsors. Federal grants and contracts normally allow for such costs.

Purpose
The purpose of this policy is to:
- implement standard tuition support across all departments in the College for graduate assistants supported by sponsored projects,
- advise Principal Investigators (PIs) on charging full tuition directly to sponsored projects for graduate assistants assigned to and supported by a sponsored project during Fall and Spring semesters,
- advise Principal Investigators of the College’s internal process in cases where a sponsor does not allow tuition (see Sponsor Limitations section below).

Background
In accordance with the terms of the federal Uniform Guidance (2 CFR 200, et al.), tuition remission and other forms of compensation paid as, or in lieu of, wages to students performing necessary work are allowable provided that:
- the individual is conducting activities necessary to the sponsored agreement,
- tuition remission and other support are provided in accordance with established educational institutional policy and consistently provided in a like manner to students in return for similar activities conducted in non-sponsored as well as sponsored activities,
- during the academic period, the student is enrolled in an advanced degree program at the institution or affiliated institution and the activities of the student in relation to the sponsored research project are related to the degree program,
- the tuition or other payments are reasonable compensation for the work performed and are conditioned explicitly upon the performance of necessary work.

Budgeting Tuition on Research Proposals
Principal Investigators who budget a GRA to their research projects must include a line item in the direct cost budget proposal for tuition.

- It is essential to review a Sponsor’s solicitation in order to determine if there are any limitations regarding graduate tuition. If a sponsor does not allow tuition, the proposal must include a Tuition Cost Share Request Form indicating commitment from the PI, department, and/or Engineering Research and Graduate Programs (ERGP) to cover tuition costs (see Sponsor Limitations section below for internal process requirements).
- Tuition costs will be identified as a direct cost within the “Other” budget category with the following justification: “Tuition is part of the overall Graduate Research Assistant compensation package.”

Modified March 21, 2016
• Tuition and fees are not included in the University’s modified total direct cost (MTDC) base for determining facilities and administrative (F&A) costs, and do not generate indirect costs.
• Tuition and fees are charged on a per semester basis. Therefore, two semesters for a full year of student support should be included in the budget.
  o The Department of Chemical Engineering requires 21 hours of GRA tuition support per academic year (9 hours fall and spring semesters and 3 hours summer semester).
  o All other departments in the College of Engineering require 18 hours of GRA tuition support per academic year (9 hours fall and spring semesters).
• The inflation factor recommended by PreAward Services for tuition and fees is currently 5.5% each new project year, based on the historical average annual increase of 5.66% from 2009-2014.
• Tuition remission for GRAs at K-State is paid in lieu of salaries and wages. Amounts paid for tuition are reported to Human Resources and adjustments will be made to the student’s paychecks to reflect related withholding amounts.

Current Tuition Rates AY 2015-2016 (To be updated annually)

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Manhattan</th>
<th>Engg - Fall 2015 &amp; Spring 2016</th>
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<tbody>
<tr>
<td></td>
<td>Tuition</td>
<td>Surcharge</td>
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<tr>
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<tr>
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<td>70.00</td>
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<td>3</td>
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<td>4</td>
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<td>3,427.20</td>
<td>315.00</td>
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</table>

Tuition information will be updated annually in late June after we receive the approved rates from the Kansas Board of Regents.

Sponsor Limitations
In cases where a sponsor does not allow tuition costs, an approved Tuition Cost Share Request form must be approved prior to submission of the proposal indicating commitment from the PI, department, and/or ERGP to cover tuition costs. For sponsors with a universal written policy that prevents paying for tuition costs, an official copy of the sponsors' current policy must accompany the Tuition Cost Share Request Form submitted to ERGP. The completed form must be submitted to the Engineering Research and Graduate Programs office 15 working days prior to submission of the proposal for review and approval by the Associate Dean.
Tuition Remission Policy and Procedure

It is the College’s policy that funds for tuition costs (hereinafter, tuition remission) for Graduate Research Assistants (GRA) included in all grant proposals and contracts be requested from all sponsors unless the sponsor expressly does not allow tuition remission. Federal grants and contracts normally allow for such costs.

Application of Tuition Costs

- Full in-state tuition (18 credit hour total; 9 semester hours for each fall and spring semester) will be included in the project budget line for each GRA identified. Each GRA must be appointed on a 0.5 FTE appointment to be eligible for in-state tuition. **NOTE:** The Department of Chemical Engineering requires 21 hours of GRA tuition support (9 hours fall and spring semesters and 3 hours summer semester).
- Associated campus privilege fees and Engineering surcharge fees **MUST** be included in the budget.
- Tuition costs will be pro-rated accordingly for projects that support a GRA less than a full academic year.
- Tuition costs will be identified as a direct cost within the “Other” budget category with the following justification: “Tuition is part of the overall Graduate Research Assistant compensation package.”
- If the Principal Investigator (PI) must add a GRA 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 GRA stipend and tuition remission costs, in accordance with sponsor guidelines.

Cost Sharing Tuition Remission

- Proposals that require a mandatory **cost share commitment** may use the appropriate tuition costs to meet the required cost share.
- Standard matching requirements for GRA tuition remission will be funded 1/3 from the College, 1/3 from the Department, and 1/3 from the PI.
- Other requests for the College to cover more than 1/3 of the tuition cost share commitment will be considered when inclusion of such costs places a hardship on the PI in completing the proposed project. Such requests will be evaluated by the Engineering Research and Graduate Programs Office.
  - The Tuition Cost Share Request Form must be submitted to the Associate Dean, Engineering Research and Graduate Programs Office at least 15 business days before the proposal deadline.
  - If approved, the form must accompany the grant or contract budget when it is routed for internal review.
  - A copy of the sponsor’s guidelines showing tuition is not allowed must be routed with the Tuition Cost Share Request Form.