University Policy Statement

All sponsored budget requests that include graduate assistantship salary must also include full tuition at the current in-state rate, unless disallowed by the sponsoring agency. Tuition at the out-of-state rate may be requested. Some awards may only request partial salary for graduate students rather than full nine-month support, and tuition costs can be prorated accordingly in the proposal. If the sponsor’s awarded budget includes tuition, the tuition must be charged to the sponsor for graduate student(s) assigned to the project.

(Policy 50.5: Tuition Remission for Graduate Students Supported by Sponsored Awards)
Grant/Contract Proposal Stage

College of Engineering Sponsored budget requests that include graduate assistantship salary (911250 Grad RA) also includes full tuition and fees at the current in-state rate, unless disallowed by the sponsoring agency. Tuition at the out-of-state rate may be requested at the discretion of the Principal Investigator (PI). Tuition costs can be prorated accordingly in the proposal. This means that there is funding in most (if not all) sponsored awards (grants or contracts) to pay for the graduate student(s) tuition/fees that are hired on the grant(s).
Post Award College Procedures:

Three process steps include:

• Hiring Graduate Students
• Paying Tuition/Fees/Health Insurance
• Update SAM System
Hiring Graduate Students

1. PI contacts Dept Admin (DA) to hire Graduate Student(s) and pay them stipend (salary) on fund # (either 5XXXXX or 1XXXXX)

2. PI or DA reviews fund # to be sure that there is money available for grad student(s). Banner FRIGITD or FGIBDST

3. DA completes and submits the EGA online form (https://ega.uncc.edu/main)
Paying Tuition/Fees/Health Insurance for Graduate Students hired on Grants (5XXXX):

1. The Dept Admin (DA) reviews the Graduate Student’s account (Banner Screen: TSAAREV or TSICSRV) and emails PI with information and requests approval for tuition/fees and/or medical insurance balance on student’s account
2. DA Receives approval email from PI to pay tuition/fees and/or medical insurance for student from grant (5XXXXX)
3. DA completes and submits SEA online form (https://imagenow.uncc.edu/imagenowforms/fs?form=Student_Educational_Award_Form)
   a. Tuition/Fees use account code: 960550
   b. Medical Insurance use account code: 960525
To process Fall 2017 tuition/fees or health insurance for your student(s), I must have written authorization from you to attach to the request when I submit it. Please reply indicating the following is correct and I will proceed:

<table>
<thead>
<tr>
<th>Student ID#</th>
<th>Last Name</th>
<th>First Name</th>
<th>Fund #</th>
<th>Tuition/Fees or insurance Fall 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>800741372</td>
<td>Noste</td>
<td>TEDD...</td>
<td>Evans</td>
<td></td>
</tr>
<tr>
<td>800764670</td>
<td>Iwakwe</td>
<td>Michael</td>
<td>Evans</td>
<td></td>
</tr>
<tr>
<td>800245983</td>
<td>Blum</td>
<td>Alex</td>
<td>Fall</td>
<td></td>
</tr>
<tr>
<td>800937200</td>
<td>Reese</td>
<td>Zach</td>
<td>Fall</td>
<td></td>
</tr>
<tr>
<td>800936454</td>
<td>Hopper</td>
<td>Laura</td>
<td>Undergrad</td>
<td></td>
</tr>
<tr>
<td>800820875</td>
<td>Zhang</td>
<td>Kyle</td>
<td>Fall</td>
<td></td>
</tr>
<tr>
<td>800033610</td>
<td>Venditti</td>
<td>Kristen</td>
<td>MSME</td>
<td></td>
</tr>
</tbody>
</table>

Comments: $1,360.50 X
Fees: $4,918.40 X
$3,405.15 X
$2,630.50 supposed to be
$6,538.55 Grad school will
$6,169.50
Updating SAM

Use the Members page and input as a positive
Updating SAM…cont.

Total Fund in SAM:

<table>
<thead>
<tr>
<th>Acct CODE</th>
<th>Description</th>
<th>Date(s)</th>
<th>Amount Type</th>
<th>Name</th>
<th>Req/Inv# (or Hr/vk)</th>
<th>PO # (or $/Hr)</th>
<th>Status / Est Total Position #</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>911250</td>
<td>EPA Grad Research Asst. Salaries</td>
<td>09/17</td>
<td>$13,500.00</td>
<td>BBQ-BAL</td>
<td></td>
<td></td>
<td>B</td>
<td></td>
</tr>
<tr>
<td>960525</td>
<td>Health Insurance - Scholarships+F&amp;A</td>
<td>08/30</td>
<td>($1,270.00)</td>
<td>TUI</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>960550</td>
<td>Other Educational Awards</td>
<td>08/30</td>
<td>($2,463.85)</td>
<td>TUI</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
College Reports and Review

- EGA Reports (https://ega.uncc.edu/main)
- SEA Reports (https://reportcentral.uncc.edu/welcome/reportcentral.jsp), click on Imaging option; depending on Banner access, you might not have access to this report, if that is the case, please email your supervisor or me for questions
Resources

• UNCC Research Administration Policies and Procedures
  http://research.uncc.edu/departments/grants-contracts-administration/research-administration-policies-and-procedures

• Paying Tuition & Fees
  http://research.uncc.edu/departments/grants-contracts-administration-gca/fiscal-award-management/paying-tuition-fees

• Assistantships and Employment
  http://graduateschool.uncc.edu/funding/assistantships-and-employment
Questions??
And Thanks!!!

To Jennifer Chastain and Kim Wilson
for their assistance with this
presentation!