

College of Engineering & Mines
Tuition Remission Policy for Sponsored Research Projects

Purpose:

Tuition waivers provided by the College are a direct loss of revenue and significantly impact the College's overall finances. Graduate students who are receiving GRA stipends or are paid hourly on externally funded grants (sponsored projects) are required to have their tuition at least partially paid for by the grant. This is known as tuition remission. Federal regulations and most sponsors allow tuition remission to be charged as a direct cost to sponsored projects. Principal Investigators (PIs) are required to adhere to the following when creating budgets and submitting proposals. Proposals that do not meet these requirements will not be approved in Novelution.

Application of Policy:

- Including tuition remission budget in sponsored projects is not required when disallowed by the sponsor. This must be specifically stated in the sponsor solicitation or in writing from the sponsor.
- Including tuition remission budget in sponsored projects is not required when the total value of the CEM portion of the award is <\$50,000/year in any given year of the project. For multi-year projects, this exception only applies to project years where the award budget is <\$50,000. Project years are to be based on the project's period of performance.
- Tuition remission calculations should be based on UND's published tuition rates found [here](#). Tuition must be based on the international, non-military service, graduate, on-campus rate for CEM. Student fees are not included. Future years' tuition costs should be escalated by 3%/year.
- A full-load of 18 credits/year/student must be used in the above calculations and should be pro-rated based on the students' effort on the project (based on a percentage of the half-time equivalent of 20 hours/week). Student effort applies to both students budgeted as GRA positions and as hourly positions.
- The tuition remission budgeted in the sponsored project proposal will be calculated as a minimum of 50% of the above-calculated total tuition costs.
- The tuition remission costs should be budgeted in the 'other direct costs' budget line and should be exempt from F&A (indirect) costs.

Application of the Policy – Examples:

- Example 1: A sponsored project budgets one graduate student at 20 hrs/week for 52 weeks.
 - AY23-24 Tuition Rate: \$1,090.30 (note that future years require escalation)
 - Half time grad student (20 hours/week) = 1,040 hours/year
 - Credits/Year = 18
 - Total Tuition Cost/Year = 18 credits/year x \$1,090.30/credit = \$19,625.40
 - Tuition Remission Budget (minimum) = \$19,625.40 x 50% = \$9,812.70
- Example 2: A sponsored project budgets 2,080 hours of graduate student labor in a year.
 - AY23-24 Tuition Rate: \$1,090.30 (note that future years require escalation)
 - Half time grad student (20 hours/week) = 1,040 hours/year
 - Number of half time graduate students needed = 2,080/1,040 = 2
 - Credits/Year = 18 x 2 = 36
 - Total Tuition Cost/Year = 36 credits/year x \$1,090.30/credit = \$39,250.80
 - Tuition Remission Budget (minimum) = \$39,250.80 x 50% = \$19,625.40

Updated 06/28/2023

- Example 3: A sponsored project budgets 400 hours of graduate student labor in a year.
 - AY23-24 Tuition Rate: \$1,090.30 (note that future years require escalation)
 - Half time grad student (20 hours/week) = 1,040 hours/year
 - Number of half time graduate students needed = $400/1,040 = .385$
 - Credits/Year = $18 \times .385 = 6.93$
 - Total Tuition Cost/Year = $6.93 \text{ credits/year} \times \$1,090.30/\text{credit} = \$7,555.78$
 - Tuition Remission Budget (minimum) = $\$7,555.78 \times 50\% = \$3,777.89$

Exceptions:

The CEM Dean, or their designee, must approve any exceptions to the above requirements. This must be requested in writing at least two weeks in advance of the proposal due date and the Novolution file must be accompanied by a signed letter by the CEM Dean, or their designee, approving the exception. Exceptions will only be granted in rare circumstances.

Use of Tuition Waivers as Cost Share:

The CEM Dean, or their designee, must approve any tuition waivers used as cost share. This must be requested in writing at least two weeks in advance of the proposal due date and the Novolution file must be accompanied by a signed letter by the CEM Dean, or their designee, approving the tuition waivers as cost share. This approval will only be granted in situations where the PI can demonstrate that they have exhausted all other possibilities for cost share, including external sources.