



**MEMORANDUM OF UNDERSTANDING
WITH REGARD TO THE METHOD USED TO BUDGET TUITION
ON SPONSORED PROJECT PROPOSAL BUDGETS**

Background

To date, the Office of Contracts and Grants has been using the guidance for tuition remission in the Graduate Student Manual as the source document for budgeting tuition on sponsored project proposal budgets. This guidance states a graduate student must work a minimum of twelve weeks in an academic semester to receive tuition remission for that semester. However, this reference to tuition remission is outside the context of how tuition should be budgeted on a sponsored project proposal budget as a part of an employed graduate student's compensation.

In practice, departments and institutes pay tuition for graduate students working on sponsored projects for less than twelve weeks as part of the graduate student's compensation. Using the budgeting practice as described above, there are many instances where a graduate student works less than twelve weeks on a sponsored project and the project budget does not include tuition, leaving the department or institute to pay for that tuition. This causes financial hardship for that department or institute.

The Office of the Vice Chancellor for Research, in cooperation with the Dean of the Graduate School and Sponsored Project Accounting agree tuition budgeting on sponsored projects shall be treated as follows:

Effective January 1, 2015 for all graduate students (named or unnamed at proposal phase) to be hired to work on a specific project:

1. Sponsored project proposal budgets shall include tuition in direct proportion to the amount of effort proposed, with a minimum amount of effort of 15% for one month to receive tuition compensation.
2. The prorated amount of tuition shall be budgeted in addition to the student's salary and fringe benefits.
3. Tuition shall be included on a sponsored project budget in accordance with the project dates proposed.
4. The approved tuition inflation rate shall be calculated at the beginning of the University of Colorado's fiscal year as it falls within the proposed project period where applicable.
5. For purposes of proration, the period for which tuition will be charged in both Spring and Fall semesters will be an estimated 16 weeks each.

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