

TUITION REMISSION POLICY AND PROCEDURE

It is Office of Sponsored Projects (OSP) 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 (24 credit hours total; 18 semester fall/spring hours and 6 semester hours for each adjacent summer term) will be included in the project budget for each GRA identified.
- Tuition costs will be pro-rated accordingly for projects that support a GRA less than a full academic year.
- Associated student fees will **not** be included in the budget.
- Tuition costs will be identified as a direct cost within the “Other” budget category with the following justification *“Tuition remission is provided to all Northern Illinois University graduate research assistants employed on non-sponsored as well as sponsored activities and in accordance with the provision of OMB Circular A-21.”*
- 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 http://www.niu.edu/osp/proposal/cost_sharing.shtml may use the appropriate tuition costs to meet the required cost share.
- Other requests for the university to cover all or part of the tuition costs http://www.niu.edu/osp/proposal/cost_sharing.shtml will be considered when inclusion of such cost places a hardship on the PI in completing the proposed project. Such requests will be evaluated by the Office of Sponsored Projects.
 - To submit a request to have the university cover the tuition costs on a sponsored project, complete the Tuition Cost Share Request Form (link) and submit it to the Director, Office of Sponsored Projects at least 15 business days before the proposal deadline.
 - If approved, the form must accompany the grant or contract proposal when it is routed for internal review. The OSP System Tracking and External Project (STEP) form will identify the number of waivers granted and will recognize the NIU contribution as a voluntary uncommitted cost share. The number of waivers cost shared will be monitored during the project to ensure that they are not exceeded.
 - A Tuition Cost Share Request Form does not need to be completed for tuition budgeted to meet a mandatory cost share requirement or when the sponsor's guidelines do not allow tuition. A copy of the guidelines must be routed with the grant and contract proposal.