

POLICY NAME

Policy on Tuition Remission for Graduate Students (Research Project Assistants)
Supported by Sponsored Projects

INITIAL POLICY DATE

February 27, 2004

REVISION DATES

October 14, 2004; March 15, 2009; June 25, 2009; January 25, 2017, December 18, 2019

AUTHORIZING OFFICIALS

Richard J. Reeder, Vice President for Research
Eric Wertheimer, Dean of the Graduate School

SCOPE

To define the Graduate School tuition remission policy for graduate student Research Project Assistants working on and supported by institutional or sponsored research projects. This policy applies to all externally funded awards managed by The Research Foundation for The SUNY (RF).

The Graduate School and the Office of the Vice President for Research aim to attract and retain top quality students to Stony Brook University's graduate degree research programs by offering competitive recruitment packages including excellent salaries, benefits and tuition remission. The purpose of this policy is to advise Principal Investigators on charging directly to sponsored projects a portion of tuition for graduate student Research Project Assistants assigned to and supported by a sponsored project during the Fall and/or Spring semester(s).

POLICY STATEMENT

All proposals for sponsored research, teaching/training, or public service projects that include salary support for graduate student Research Project Assistants must include a request for graduate student tuition remission. Tuition at the current NYS rate for six (6) credits per semester (Fall and Spring only), per graduate student, is to be included in the proposal budget as a direct cost line item. The rate will be set for the lifetime of the award (the length of the committed support) based on the current rate at the time of proposal submission.

GUIDANCE, PROCEDURES AND RESPONSIBILITIES

In circumstances where sponsors allow for tuition and fees, the **full amount at the six (6) credit current rate must be budgeted at proposal stage** either as a direct cost or as cost sharing when the student will receive tuition assistance directly from the university.

Tuition and fees charged in this manner are exempt from fringe benefits and indirect costs (IDC).

The Graduate School is responsible for coordinating with Financial Aid to ensure eligible students receive tuition remission. The Graduate School is also responsible for transferring

two-thirds of the funds to the appropriate Department Chair or Graduate Program Director and retaining one-third for the Graduate School.

If the Principal Investigator (PI) must add a graduate student Research Project Assistants to a project that did not originally request funding for tuition remission, the PI is responsible for re-budgeting dollars from other direct cost categories to cover tuition remission costs, in accordance with sponsor guidelines.

The Office of Sponsored Programs is responsible for ensuring that tuition remission is included at full and current approved rate in proposals per this policy and identified in the individual proposals in myResearch, and for notifying the Principal Investigator of a resulting sponsor award.

The Office of Grants Management is responsible for charging the tuition remission to the appropriate award(s) and transferring the funds to the Graduate School, except where waivers have been approved. Tuition costs are charged equal to the labor distribution and the period of appointment.

NOTE: This policy will apply to Research Project Assistants supported by BNL and CSHL regardless of funding totals.

PARTIAL AND PRORATED TUITION REMISSION

For students supported as part-time Research Project Assistants on a sponsored award eligible for tuition remission, the Principal Investigator may request prorated partial tuition remission. Such requests must be made to the Dean of the Graduate School or Dean's delegate at the time of student appointment and will be decided at the Dean's discretion. Requests for approval for prorated tuition remission should be directed by email to gradfinance@stonybrook.edu.

Tuition remission is assessed according to the number of pay periods students are appointed to the grant.

EXCEPTIONS AND WAIVERS

Exceptions to this policy will be granted by the Dean of the Graduate School or Dean's delegate in cases where sponsors have a written policy limiting the amount of tuition remission that can be charged to a sponsored project or prohibiting the charging of tuition as a direct cost to the sponsored project. Requests for waiver approvals should be emailed directly to gradfinance@stonybrook.edu **before** the proposal is submitted to the sponsor.

In addition, waivers of tuition remission may be granted under either of the following circumstances:

1. when the proposal is for a small award where total funding available to the PI(s) for the project will be less than \$50,000 per year in direct cost category AND one

full time (equivalent of 0.50 FTE) Research Project Assistant salary is budgeted as a direct cost;

OR

2. when the graduate student being supported is teaching full-time (15-20 hours per week) in addition to the work being conducted as a research assistant.

NOTE: where waivers are authorized by the Chair and Dean of the Graduate School, the “waiver” box should be checked on the graduate student’s appointment form. Graduate Student Appointment forms where a waiver is indicated will be exempt from tuition charges. The Graduate School verifies all indicated waivers.

ALLOCATION AND UTILIZATION OF FUNDS

Two-thirds of tuition remission collected will be allocated to and used by the graduate program under which the funded graduate student is enrolled (either to the Chair or Graduate Program Director, depending on where fiscal responsibility for the salary resides). Use of these funds is restricted to graduate program support.

One-third of the tuition remission revenue will be allocated to and administered by the Graduate School; the use of these funds is restricted to stipends or salary support for graduate students (e.g. supplements or program expansion through additional lines).

REPORTING REQUIREMENTS

The Chair or Graduate Program Director is responsible for reporting annually on the use of tuition remission allocations to their respective Dean, the Vice President for Research, and the Dean of the Graduate School. The Graduate School is responsible for reporting on the use of its tuition remission allocation on an annual basis to the Graduate Council.



[graduate_chairpersons] Tuition on Research Grants (ToRG) Policy Revision

1 message

Charles Taber <charles.taber@stonybrook.edu> Mon, Apr 3, 2017 at 10:52 AM
To: Graduate Program Directors <Graduate_Program_Directors@stonybrook.edu>, Graduate Chairpersons <Graduate_Chairpersons@stonybrook.edu>
Cc: Graduate Council <Graduate_Council@stonybrook.edu>, East Campus Deans <east_campus_deans@stonybrook.edu>, West Campus Deans <West_Campus_Deans@stonybrook.edu>, Michael Bernstein <michael.bernstein@stonybrook.edu>, "Kaushansky, Kenneth" <Kenneth.Kaushansky@stonybrookmedicine.edu>, Graduate School Staff <Graduate_School_Staff@stonybrook.edu>, Graduate Program Coordinators <Graduate_Program_Coordinators@stonybrook.edu>, Richard Reeder <richard.j.reeder@stonybrook.edu>, "Feldman, Edward" <Edward.Feldman@stonybrookmedicine.edu>, Thomas Robertazzi <thomas.robertazzi@stonybrook.edu>, Iris Fineberg <iris.fineberg@stonybrook.edu>, Nancy Goroff <nancy.goroff@stonybrook.edu>

Dear Colleagues,

Since 2004, Stony Brook University has had a policy for the charging of tuition on research grants for supported graduate students. Two-thirds of the ToRG charge goes back to the unit that produced it and one-third comes to the Graduate School, with a requirement that all ToRG revenue be used to support graduate students. Each year, the Graduate School provides an accounting to the Senate through the Graduate Council. Our policy has been to charge 6 credits per semester per supported graduate student as a direct cost item, excluded from indirect cost or fringe benefit assessment. This was originally charged at 2004 in-state rates, and this was updated in 2009 to charge 2009 in-state rates.

As of April 1, the policy has been updated to charge 6 credits per semester per supported student at the in-state rate prevailing at the time the proposal is submitted, with this rate continuing for the life of the grant. In addition, the policy now allows pro-rated charges for graduate students who are supported part-time on a grant.

This policy change has been widely discussed over the past few months, including at the Graduate Program Directors Retreat, in the Graduate Council, in the Research Council, with the Provost, with the Senate Executive Committee, and in the University Senate, which voted to support the proposal at the March 6, 2017 meeting.

Grants submitted now, after April 1, should budget the tuition charge at the current in-state rate. Thank you,

Chuck

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Charles Taber
Professor of Political Science
Vice Provost for Graduate and Professional Education
Dean of the Graduate School
Stony Brook University

Historical ToRG Policy Information, 2004-March 2017

Effective 3/15/04, all grant proposals which include support for graduate students (i.e. as Research Assistants) must also provide support for graduate tuition. The tuition cost to be budgeted, and later funded by the award if successful, is equal to the NYS tuition rate for six (6) credits. Memoranda on topic, issued by Provost McGrath on 2/27/04 and 10/14/2004 respectfully, are included below. Currently the 6 credit, NYS rate is \$1,728/semester. Tuition support is required for Fall and Spring semesters only.

"Robert L. McGrath,
Provost and
Executive Vice
President for
Academic Affairs"
<rmcgrath@NOTES.C
C.SUNYSB.EDU>

To:
cc:
Subject: Tuition on research grants

02/27/2004 07:48 PM

To: All East and West Campus Faculty

Following full discussion of the topic on campus during the last few months, I am writing to inform you of an important change to campus policy concerning requests to outside agencies for funding for graduate students (RF & SBF) that will take effect March 15, 2004. All proposals submitted on or following March 15, 2004 must include tuition at the full time, in state rate for all graduate students for whom stipend support is requested. The only exceptions will be in cases where the printed policy of the funding organization prohibits such awards. Tuition costs are to be budgeted as a direct cost and will NOT incur either fringe benefit or indirect costs.

Beginning in Spring 2005, all grants that employ students as RAs that were submitted on or following March 15, 2004 will be assessed the NYS cost of tuition for each semester that the student is employed on that grant. Current rates are \$3,450 per semester for G1 and G3 students (those who have not yet completed, with posted final grades, 24 graduate credits), \$2,592 per semester for G2 and G4 students (those with posted grades for 24 graduate credits but not yet advanced to candidacy). After a student has been enrolled for eight semesters in the program, OR at advancement to candidacy (whichever comes LATER), the tuition will decrease to six credits per semester at the NYS rate (\$1,728 per semester) until the student graduates. The Dean of the Graduate School will be authorized to waive the charging of tuition to particular grants in special circumstances (such as small awards that cannot cover a stipend unless tuition is waived).

I have made this decision following extensive discussion and evaluation of the current practices at peer public universities. Our graduate and research enterprise has benefited for many years through the University cost sharing for graduate stipend and tuition support. In recent years we have added state-funds in order to increase the

number and value of TA/GA stipends. As Stony Brook, along with many other universities, faces significant budget pressures I find it necessary to scale back state-purpose expenditures for graduate student support to previous levels. In response to budget pressures we have already cut back on the number of TA/GA lines for 2003-04 and we can no longer afford to finance, from state purpose funds, the stipend supplement programs known as Presidential and University fellowships. At the same time, we need to maintain, or even improve, recruitment stipend levels in order to remain competitive for the best students. Recovering some of the tuition costs from grants is consistent with practices at all the better research universities.

The funds recovered from research grants to cover the in-state portion of the tuition costs for RAs will accrue to an account that will be used to support graduate student stipends. Based on the current numbers of RAs, this program should result in about \$3M per year once equilibrium is reached (assumes recovery of 80% of potential after waivers).

How will these funds be used? Two thirds of the funds (at steady state this should be about \$2M) will be returned via the Dean to the Department, Graduate Program or Unit whose faculty's grants generated the tuition payments. These funds will be available to support graduate education (stipends, tuition payments, etc.) at the Department's discretion and should enable programs to replace Presidential and University fellowship funding, which will be withdrawn as soon as possible. The other third of the funds will be administered by the Dean of the Graduate School and will be restricted to graduate student stipend support. The expectation is that these funds will enable further increases to recruitment stipends and restoration of the "science lines" program to enable doctoral programs to grow enrollment. The net result of these changes will be to increase by about 20-25% the funds available to support recruitment stipends, which is about the level that graduate program directors and external reviewers tell us is needed for us to make competitive offers to the best of our applicants.

Please don't hesitate to contact me or Lawrence Martin (Dean of the Graduate School) if you have any questions about this new policy.

Xc: President Kenny
Vice Presidents
Deans
D. Melucci
K. Gray

**"Robert L. McGrath, Provost and
Executive Vice President for Academic
Affairs and Vice President for
Brookhaven Affairs "**

<rmcgrath@NOTES.CC.SUNYSB.EDU>

10/15/2004 03:44 PM

Please respond to
eacierno@NOTES.CC.SUNYSB.EDU

Subject
Tuition on Research Grants

Memorandum

To: Faculty

Date: October 14, 2004

This is a follow up to my memo of February 27, 2004 that laid out a policy to charge part of tuition costs for research assistants (RA's) to research grants. My memo elicited a number of concerns about the impact of the proposed approach on the way we have been supporting graduate students as research assistants, and also questions as to whether certain types of grants, or sources of RA support, would be exempted.

As a consequence, I formed a small, informal group of senior department chairs to advise me and Lawrence Martin, Dean of the Graduate School, on implementing the tuition charge policy. The group included Mike Dudley, Paul Grannis, Judy Lochhead, Lorne Mendell, Jeff Pessin, Clint Rubin, Nancy Squires, and Teng-fong Wong. We discussed all important issues or questions that had been raised with me, Lawrence, or with any of the advisory group members. The present memo describes some modifications, or adds details, to the elements of the policy described in my earlier memo.

To reduce the financial impact of the new policy, and to make equal the cost of supporting beginning students compared to senior students, the amount of tuition recovered for all RAs will be limited to six credits at the New York State resident rate (currently \$3,450 per year), rather than full time tuition as originally proposed. Any balance of tuition paid from University tuition scholarship funds can (and should) still be listed as matching. The four-page RF form is being amended so that PI's can indicate whether tuition has been requested.

To support departments and programs that offer recruiting packages that include support in the summer before formal entry into the Graduate School, the Provost will provide a tuition scholarship to enable registration during this first summer. This is necessary

because the INS requires that entering students be enrolled from the beginning of their residency.

To encourage younger faculty, faculty in less well funded disciplines, or for special circumstances involving privately funded stipends or sponsors whose printed policy prohibits payment of tuition, waivers of this policy may be requested from the Dean of the Graduate School at time of submission. The guidelines for approval of such waivers for small grant proposals are that the award (and total available funding to the PIs for the project area) will be less than \$50K per year AND that >50% of direct costs are budgeted for student stipends. Waiver of the policy will be accounted by showing a full tuition scholarship as university matching funding for the proposal.

Recognizing that some programs support RA's on grants or SBF funds who are actually teaching full time (15-20 hours), tuition recovery will be waived in such cases. This waiver can be obtained by request of the Department Chair to the Dean of the Graduate School.

As previously announced, tuition charges will begin Spring 2005 for RAs funded on an award that resulted from a proposal submitted after March 15, 2004. For each RA on the payroll at snapshot in Spring 2005, the proposal submission date for the grant number that provides salary support will be determined. PI's will be billed if a proposal has been submitted after March 15, 2004.

As stated in the first memo, two thirds of revenue collected will be used by the graduate program to which the funded student belongs (either to chair or GPD depending on where fiscal responsibility for stipends resides). The funds are to be used for graduate program support (first, to replace Presidential and University fellowship funding that will be withdrawn as other funding streams become available). Responding to a few concerns, I want to emphasize that the college deans will not tax this money.

The remaining third of the revenue will be administered by the Graduate School. The use of these funds will be restricted to stipends. Planned use is to maintain and to enhance stipend supplements currently in place, and to enable program expansion through funding for additional recruitment lines. Use of these GS managed funds will be reported annually to the Graduate Council for review.

Based on the current number of RA's and the new rules, this program will, in a few years, recover about \$2.4M from research grants of which \$1.6M will be used directly by programs. The gradual withdrawal of Presidential and University fellowship funding for recruitment lines will reduce stipend funds available to graduate programs by about \$1M, which will be more than offset by the return of \$1.6M. Stipend supplement allocations will be reduced starting in Fall 05 by the amount of tuition returned to the program (so as to maintain the current total amount of funds available).

These policies will apply to students supported by Brookhaven

National Laboratory, Cold Spring Harbor Laboratory, and to industrial sponsors. In the case of CSHL, collection of tuition from grants and the return of those funds to the relevant graduate program at Stony Brook will be tied to a gradual elimination of the \$2K per student per year that CSHL has been contributing for use in recruiting activities for our graduate programs.

The discussions with the chairs group were extremely valuable in refining details of the tuition recovery policy, and I am very grateful to each of the group members for their wisdom and help. It should not be assumed that all members of this group endorse a policy of partial recovery of tuition costs from research grants, but the adjustments I am announcing in this memo are ones that the majority of the group consider acceptable.