

To: Campus Community
From: Provost Robert L. McGrath
Re: Tuition charges to Research Grants, Fall 2005 implementation

Several campus offices have been working together over the past few months to implement a procedure intended to streamline the process of charging graduate tuition to research grants that support Research Assistants (RAs) (policy introduced in Provost McGrath' memo/email dated 2/27/2004 and 10/14/2004, titled Tuition on Research Grants).

To that end, the RF Employment Appointment and Employment Change forms have been revised to authorize graduate tuition charges when applicable. Effective immediately, please make sure that all RA appointments are made on HRSF0009 (07/05) and appointment changes are submitted using HAFRM007 (07/05).

These forms can be downloaded from the HR website in either PDF or MS Word form at <http://naples.cc.sunysb.edu/Admin/HRSForms.nsf>

Use of the revised appointment form will pair the employment appointment with the graduate tuition charge and result in 2005/06 tuition costs being charged to the grant at the time the RA appointment is processed by through HR and Grants Management. The tuition amount charged will be consistent with the terms and duration of the appointment. For example, when a graduate student is appointed as an RA for the academic year 9/1/05 to 5/31/06 then, along with the encumbrance of salary and fringe for the appointment period, the PI/Administrator will also see a charge for tuition of \$3,456 to cover both Fall 2005 and Spring 2006 tuition charges (six credits of the NYS tuition rate). If instead, the RA appointment is for only a portion of the year (i.e., 9/1/05 through 12/31/05), then at the time of appointment your grant will only be charged for Fall 2005 tuition costs. All tuition charges will be validated by the Graduate School each semester to insure that tuition charges are consistent with RA appointments.

Please be aware that tuition charged to research grants will not be reversed or otherwise transferred after tuition liability reaches 100%. 100% liability is incurred as of Day 15 of classes each semester (snapshot); for Fall 2005 snapshot date is 9/19/2005 (snapshot date for future semesters can be found at the Registrars website under calendars). As a result, all active grants submitted and funded since March 15, 2004, will be charged the full semesters research tuition amount (currently \$1,728) for each RA receiving stipend and enrolled as a graduate student on Day 15 of the semester. This procedure is in effect for all RF graduate employment titles: Research Graduate Assistant, Research Project Assistant, Project Instructional Assistant and Senior Research Aide.

Please do not hesitate to contact the Graduate School if you have any questions about this matter.