Office of Research Services & Sponsored Programs

Graduate Tuition Waiver Request

In circumstances where graduate assistant tuition costs are clearly documented as unallowable costs towards a sponsored program, and a tuition waiver is needed to support the activity, the following information should be provided. If graduate tuition is an allowable cost and waiver is being sought, please provide adequate documentation and justification for the request.

Section 1: Investigator Data	
Principal Investigator:	ORSSP Proposal No.:
College:	Department:
Section 2: Proposal Data	
Sponsor:	Funding Source: ☐ Federal ☐ State ☐ Private, For-profit ☐ Private, Non-profit
Project Title:	Anticipated Project Dates Start: End:
Type of Submission: ☐ New Proposal ☐ Continuation ☐ Supplement ☐ Renewal ☐ Resubmission	

Section 3: Tuition Waiver Data		
☐ In-state Tuition Waiver: GA positions for years	☐ Out-of-state Tuition Waiver: GA positions for years	☐ International Tuition Waiver: GA positions for years

1. Does the Sponsor's guidelines exclude tuition costs as allowable costs under the program?
   ☐ Yes ☐ No

   If Yes, an institutional graduate assistant tuition waiver will be provided upon award of the proposal, excluding any applicable fees and/or tuition differential charged to certain courses of instruction.

2. If No, is a waiver being sought to meet a cost share requirement imposed by the sponsor's guidelines?
   ☐ Yes ☐ No

3. If a tuition waiver is being sought for any reason other than (1) being an unallowable cost or (2) to meet a cost share requirement of the program, please provide adequate documentation and justification for the request:

_____ _____
Associate Vice President for Research Date

_____ _____
Dean, College of Graduate Studies Date

_____ _____
International Student Recruitment Mgr.* Date
(*Applicable for International Waivers Only)

Limitations:

- Each graduate assistant must meet and maintain enrollment requirements applicable for GA positions and work only on tasks towards the sponsored program.
- If modifications to the sponsored program exclude the graduate assistant from working on the project, the principal investigator is responsible for issuing a termination notice for the position.
- If approved, this request represents a one-time approval to waive tuition, restricted to the program and the numbers of students detailed above.
- Any award modifications which extend the period of performance of the award, as well as any additional proposals, continuations, supplements, renewals or resubmissions, will require additional approvals.