

Date: June 1, 2017

To: Academic Deans

From: G. Scott  
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SA 11.9.17  
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Subject: Policy –  
Inclusion of Graduate Assistantship Tuition in Externally Funded Grants  
NOTE: At this time, this policy does not include the College of Medicine or the MCI.

**Policy Statement**

It is the policy of the University of South Alabama to charge tuition to external grants and contracts for graduate assistantships.

**Details**

Effective August 1, 2017, budgets submitted for graduate assistantships defined by the Graduate Catalog that include tuition support, if allowed by the funding agency, should be considered when including tuition in the budget, limited to the following:

- Only Graduate Research Assistantships are allowed to be charged to external grants.
- All proposals including graduate assistant compensation must include tuition disallowed by the funding agency.
- A tuition rate equal to the student's program of study for 10 hours of coursework per semester must be budgeted for the assistantship.
- Place the amount allocated for tuition in the budget.
- Explain the budget allocation.
- Remember that for grants from F&A and is therefore subtracted from the direct costs here to calculate the total proposal budget.
- Almost all federal sponsors allow tuition in proposals. Please contact the Office of Sponsored Projects if you have questions.
- When tuition compensation is charged to the grant or contract, the tuition must be uniquely charged to the grant or contract or can be treated as cost share provided by the University.

When charging a graduate assistantship to an externally funded grant or contract, both the assistantship support/compensation and tuition expense must be allocated to the award, if allowed by the sponsoring agency. The percentage used to allocate the entire compensation expense must also be used to allocate tuition, and any subsequent changes to the effort/compensation or tuition allocation percentage must be made to both expenditure items.