GRADUATE RESEARCH ASSISTANTS/ASSISTANTS
Tuition Waivers as a Percentage of Stipends/Salary on Grants and Contracts

1.01 Policies
Graduate students with at least a one-quarter time graduate assistantship are eligible for (tuition waiver) scholarships irrespective of Oklahoma residency status. Tuition waivers referred to in this policy are associated with employment as a Graduate Research Assistant/Associate (GRA).

The Oklahoma State University Graduate College (the Graduate College) has determined that GRAs are eligible for tuition waivers in exchange for services provided to research projects. The tuition waiver will be provided by the Graduate College subject to the following terms and conditions:

A. The GRA is enrolled in an advance degree program; and
B. The GRA is participating in a research project sponsored, in whole or in part, by Oklahoma State University, federal agency, state agency, local agency, private organization, or other outside organization.

Tuition waiver funding provided by the Graduate College to the GRA is considered intermediate funding in anticipation of outside sponsorship. If a sponsor does not or will not support a GRA or the GRA is not assigned to a specific sponsor, the Graduate College will continue to fund the GRA’s tuition waiver.

1.02 Definitions
Graduate Research Assistant- A graduate student specifically employed by the University to participate in and provide assistance to faculty directly relating to research projects.

Sponsor- A federal, state, or private organization providing funding support for a grant, contract, or cooperative agreement.

Tuition Remission Rate- The rate used in calculating the tuition waiver amount proposed/charged in any sponsored project submissions. The amount assessed against the salary/stipend of the GRA and charged to the appropriate account.
1.03 Procedures

A. Each year the Graduate College will develop a “Tuition Waiver Rate” by determining a percentage of the total prior year GRA tuition waivers divided by the total prior year GRA salaries.

B. In November of each year, the Graduate College will formally submit to Grants and Contracts Financial Administration (GCFA) a developed “tuition waiver rate” for GRAs. GCFA will review the rate submission for reasonableness.

C. All grant and contract writers shall include tuition waiver funding in all proposed budgets to prospective funding sources for GRA’s working in support of the associated project. If a sponsor will not pay the tuition remission rate, the PI/Research Administrator must inform GCFA. If the sponsor will not pay tuition, GCFA will set the account accordingly, to exclude tuition from the account.

D. The GRA’s department of record will initiate an “employment action” (EA) to assign the GRA to the appropriate budget account.

E. Upon a GRA’s matriculation, the Graduate College will initiate a Financial Aid/Bursar Transaction awarding a tuition waiver in the appropriate amount to the GRA. The Graduate College will fund the tuition waiver.

F. If and when a GRA is assigned to a specific grant or contract, the research project’s College of record shall notify the Graduate College.

G. When a GRA is assigned to a sponsored program account for payroll-(Stipend, salary, etc.), the salary and associated fringe benefit rate will be charged to the appropriate account. A “tuition waiver rate” will also be charged to the sponsor’s account.

H. As the GRA is paid through the payroll process, the grant or contract will be charged a percentage (tuition waiver rate) of the salary/stipend to reimburse the Graduate College’s tuition waiver account.