

From: Douglas, Lera A **On Behalf Of** Fife, Jerry G
Sent: Monday, November 12, 2007 11:10 AM

Subject: Departmental Administrators Memo

Good Morning,

Jerry Fife asked that I forward the attached to you on his behalf.

Thanks,
Lera

Lera Douglas
Vanderbilt University
OCGA
Box 351591, Station B
Nashville, TN 37235-1591
Phone 615-343-6655
Fax 615 343-6680

Hi,

This is the first of a series of emails that will be originated by OCGA. This periodic email alert system is being sent to the Departmental Administrators in University Central in an effort to raise compliance awareness on topics of interest. The topics will be chosen based on audit results at Vanderbilt or at other universities.

We know that as Departmental Administrators you face a number of challenges and these emails are intended to assist you in achieving better compliance.

This email will discuss the policy for charging tuition for graduate research assistants directly to research grants. The policy regarding this topic is available at:

<http://www.vanderbilt.edu/ocga/vupolicies/vupolicies.htm>

In recent audits, Vanderbilt has experienced two instances where costs were disallowed relating to tuition charged to grants.

In the first instance, the student's tuition was charged to the grant but no salary was charged. Vanderbilt's policy reads as follows regarding this.

“When graduate students are supported as full-time (nominally 20 hours per week) Graduate Research Assistants (GRA) funded by externally-sponsored projects, those projects will support 35% of the tuition for those GRAs. This share of tuition will be directly charged to the grant or contract. Students appointed as less than full-time GRAs to one or more sponsored projects should have an amount of their salary and tuition paid by the project(s) proportionate to their assignments.”

Thus, in the case of sponsored research grants, tuition should only be charged when salary is charged and the amount of tuition should be proportionate.

In the second instance, a student's salary source was changed during the semester but the tuition charge was not adjusted to follow the new source of salary. Vanderbilt's policy regarding this reads as follows.

“Note that tuition remission is posted at the beginning of each academic semester or term and is applicable to the full semester or term. If the grant or contract budget period begins or ends in the middle of an academic term, the amount of tuition paid from a restricted grant or contract will need to be prorated accordingly.”

Thus, when a student is paid from a research grant or contract and their salary source changes during the semester, the tuition should be adjusted to follow the salary.

If there are questions, please contact me or Michelle Vazin. I can be reached at 3-6658 and Michelle can be reached at 3-1558.