

## **SRAS Guidance Document for College of Medicine**

### **Grad Students Supported by Grants**

#### **Tuition and Student Fee Payments**

Graduate Student Research Assistant (GRA) tuition is paid via a process managed by the Graduate School. It requires a department to complete a GSAS form each academic semester for each student in their program employed as a graduate research assistant. If the grant sponsor does not prohibit charging tuition and associated fees as a direct cost, these expenses should be included in grant budgets and paid accordingly via the Graduate School universal tuition process. Charging a particular grant for the tuition cost is predicated on the requirement the GRA's salary is also being paid from the same grant.

Tuition that isn't being provided via an Graduate School assistantship universal tuition scholarship process would be paid via a Scholarship and Grant Authorization (SAG) form initiated in either the student's home department or the advisor/mentor's department. This would include trainee tuition on fellowships and training grants, such as NIH F series awards and T32 training program awards.

There is potential that some student tuition and fees cannot be paid by either mechanism. In order for tuition or any student-related fee to be allowed as a direct charge on a grant, it must be consistent with what the Graduate School would pay if the same student didn't have grant-related support. For example, their current policy doesn't allow for summer tuition costs, the student health fee, or the student recreation fee to be covered.

In certain cases, trainees (whether on a group T32 fellowship program or with their own individual fellowship, such as an F30 or F31) may be able to use other funds provided with the fellowship to fund student fees. These grants may provide an (institutional) allowance for training related expenses. Fees not routinely covered by the Graduate School, such as the student health fee or dissertation fee may possibly be paid via this allowance. The trainee should consult with his/her mentor or the training program director, and the department/center administrator, to make these arrangements. It's recommended that the [College of Medicine Sponsored Research Administrative Services \(SRAS\)](#) be contacted as well to confirm current compliance requirements. The student would have to initially pay these costs directly and reimbursement would have to be requested, in accordance with [BPM E-7-14](#), Payments to or on the behalf of Students.

Please refer to these links for additional information:

Refer to the third bulleted item – Student Recreation Fee (Johnson Center Fee) and Health Fee

[http://www.research.uky.edu/gs/StudentFunding/tuition\\_notice.html](http://www.research.uky.edu/gs/StudentFunding/tuition_notice.html)

See question 2 – What is included in my tuition scholarship?

<http://www.gradschool.uky.edu/StudentFunding/tuition.html>

FAQs on Universal RA/GA Tuition Scholarships

[http://www.research.uky.edu/gs/FacultyandStaff/universal\\_faq.html](http://www.research.uky.edu/gs/FacultyandStaff/universal_faq.html)

***Prepared by SRAS, July 2017***