




# SPONSORED REMITTED TUITION


**November 17, 2009**

**OSP Coffee Break**


# SPONSORED REMITTED TUITION PROCESS

- What is sponsored remitted tuition?
  - Where do I find the information to complete the form?
  - When and why does the I-JAN need to be completed?
  - Who is authorized to approve sponsored remitted tuition?
  - How is sponsored remitted tuition monitored?
  - How are revisions to the form submitted?
  - Who can answer questions about sponsored remitted tuition?
- 

# SPONSORED REMITTED TUITION PROCESS

- **Official, “SU approved” appointment letter is sent by dept.**
    - Standard letter covering employment, tuition, timeframe
      - The work hours expectation for each student should be clearly communicated in the appointment letter, as the students must certify their effort in the ERS system
      - Tuition may be up to 9 – 12 credit hours per semester
      - Student must accept appointment in writing
      - Department then completes an I-JAN, OSA approves
      - Appropriate Job Codes and Account Numbers must be used
      - Tuition process happens simultaneously with I-JAN process
      - Only the standard letter may be used, no creative editing!
  - **Reportable Effort in the ERS system**
    - A GA is required to perform research work related to the sponsored research award(s) on which they are paid
    - A semi-monthly paid GA *cannot* be administrative support personnel – no exceptions!
    - A GA must certify their effort for each semester
- 

# SPONSORED REMITTED TUITION OVERVIEW

- **Sponsored remitted tuition payment options** (please note, some of these options will be limited by an individual GA's employment status):
    - 100% charged to the sponsored award
    - 100% charged to cost share (cost share options below):
      - 100% paid by SU
      - 100% paid by another sponsored award
      - A percentage split between SU and another sponsored award
    - A percentage split between the sponsored award and SU
    - GAs who are regular part-time employees with the full (higher) fringe rate receive remitted tuition as an employee benefit
    - Your department or school pays for the tuition
- 

# SPONSORED REMITTED TUITION OVERVIEW

- If **mandatory** cost sharing is required on a sponsored award, the following must be done:
  - The “project tail” must be added to all Chartstrings
  - If another sponsored award is providing the cost share for this sponsored award, you must:
    - Obtain the approval of both sponsors (work with OSP on this)
    - The “project tail” that will identify the cost share must be indicated on the sponsored remitted tuition form
- **Kauffman, Center of Excellence, or JP Morgan Chase awards must be identified in the comments section of the form**



# SPONSORED REMITTED TUITION OVERVIEW

- **When a sponsored award is paying all or part of sponsored remitted tuition, the following apply:**
  - A-21 Guidelines apply, which means that departments must ensure the tuition is allowable, allocable and reasonable
  - The **entire** semester must be fully within the start and end dates of the sponsored award(s)
  - If the award needs forward funding or a no cost extension to fulfill the tuition obligations (i.e. to ensure the start and end date of the award(s) fully covers the entire semester), you must contact OSP for assistance prior to submitting the form
- **Students must be registered for classes!**
- **Grad Award Office “Main Campus Billing Schedule”**
  - Be aware of Main Campus Billing deadlines to avoid having to process all tuition steps manually



# WHERE, OH WHERE, DO I FIND ALL THE INFORMATION TO COMPLETE THE FORM?

- It all starts with the proposal budget and narrative, but once awarded:
  - The information is located on the OSP award brief in the awarded budget & narrative section
    - If full research indirect costs are recovered on the award, the Dean's office may agree to contribute up to half the cost of the student's remitted tuition
    - Budget narrative cost sharing should be conveyed as "institutional contribution", not as a dollar value or number of tuition credits
    - If institutional resources are used, then the sponsor and the institution are to be charged simultaneously and in equal amounts



# I-JANS - WHEN AND WHY?

- I-JAN appointments must be processed in conjunction with the remitted tuition form, think of this as a two part process
- The terms of the I-JAN and the remitted tuition form need to be in 100% agreement with the terms of the sponsored award
- The appropriate job code must be used (details on next slide)
- The **only account numbers that can be used with sponsored remitted tuition are below:**
  - **503259 – GA exempt (semi-monthly pay)**
  - **504257 – GA non-exempt (weekly pay)**
- Students must be registered for classes
- I-JAN & remitted tuition form must state the same time period
  - Full semesters only (18 weeks in a semester)
    - 9 Pays for a GA (SM3) in a semester
      - Fall 8/16 – 12/31   Spring 1/1 – 5/15   Summer 5/16 – 8/15





# JOB CODES

<b>Job Code</b>	<b>Job Code Description</b>	<b>Category</b>	<b>FLSA Status</b>	<b>Pay Cycle</b>	<b>Account Description Suggestions</b>
9977	GA – Admin – Paid hourly	GA – Admin	Non Exempt	Weekly	GA Admin NE Weekly; GA Admin Floating Hourly
9987	GA – Admin – n/e paid semi	GA – Admin	Non Exempt	Semi - Monthly	GA Admin NE Semi
9998	GA - Research	GA - Research	Exempt	Semi - Monthly	GA Research EX Semi
9978	GA –Research – Paid hourly	GA - Research	Non Exempt	Weekly	GA Research NE Weekly; GA Research Floating Hourly
9988	GA – Research – n/e paid semi	GA - Research	Non Exempt	Semi - Monthly	GA Research NE Semi
9991	GA – Future Professoriate	GA - Teach	Exempt	Semi - Monthly	GA Teach EX Semi
9999	GA - Teach	GA - Teach	Exempt	Semi - Monthly	GA Teach EX Semi
9902	Grad Student Inst – Non GA	Non - GA	Exempt	Semi - Monthly	Grad Student – Non GA Ex Semi
7900	Student Employee	Non - GA	Non Exempt	Weekly	Student Non FWS no FICA; Student Non FWS FICA

## WHO IS AUTHORIZED TO APPROVE SPONSORED REMITTED TUITION?

- The official, *recorded by OSP in their system*, PI of the sponsored award and other *authorized* departmental personnel
- Others may complete the form, but it ***must be*** approved by a person authorized to sign for that award (or it will be rejected and you'll have to start all over again, so please, be cognizant of authorized signers)
- Refer to your department authorized signer list to ensure you are familiar with the authorized signers for your department



# WHAT ARE THE STEPS IN THE PROCESS?

## ○ **Departmental responsibilities:**

- Send offer letter to and receive accepted offer from GA
- Complete and submit I-JAN
- Complete sponsored remitted tuition form & submit electronically via email to the Graduate Award Office and OSA with the student's last name & SUID in subject line

## ○ **Graduate Award and OSA responsibilities:**

- Review and approve sponsored remitted tuition proposal
- Contact the department to resolve any issues
- Enter approved awards into PeopleSoft
- The offices communicate with each other to note when the form is entered into the PeopleSoft system and approved by OSA



## **HOW IS SPONSORED REMITTED TUITION MONITORED AND REVISED (ON THOSE RARE OCCASIONS)?**

- Monitor by using the various FAB Grants Repository Reports available to you
- If you have specific questions, contact your senior accountant
- To revise a form, complete a new remitted tuition form indicating “Revision” on the form and submit the revised form using the same process
- To have all your burning sponsored remitted tuition questions answered, attend the fabulous and comprehensive joint grad award/OSA sponsored remitted tuition training planned for December 2009. Stay tuned for email invitations!



# NEED ASSISTANCE?

- **For specific questions regarding remitted tuition related to a sponsored award, contact the Office of Sponsored Accounting:**
  - E-mail [contacct@syr.edu](mailto:contacct@syr.edu)
  - Contact us at the OSA main telephone line 443-2059
  - Contact the assigned OSA Senior Accountant for your department
- **For other remitted tuition related assistance contact the Graduate Award Office:**
  - [gradawd@syr.edu](mailto:gradawd@syr.edu)
  - 443-2298
- **For additional sponsored award related assistance, contact the Office of Sponsored Programs**
  - E-mail: [ospoff@syr.edu](mailto:ospoff@syr.edu)
  - Phone: 443-2807



# **BENEFITS OF THE ELECTRONIC SPONSORED REMITTED TUITION FORM – IF WE HAVEN'T CONVINCED YOU, CONSIDER THE FOLLOWING:**

- Electronic form – no more tree killing or dependence on inter-office snail mail!
- Designed to facilitate accurate and blazingly fast completion and submission of sponsored remitted tuition, thereby freeing you up for other fun stuff!
- The form and the training materials will be located on the OSA, Graduate Award Office and OSP web pages
- The electronic form will be used beginning with the spring 2010 semester, so you really have no choice, but you do have a voice, so let us hear your comments, critiques and suggestions for improvement. We want this form to work for you, so please let us know how you like it and how you think it can be improved even more!



**QUESTIONS?**

**COMMENTS?**

**SUGGESTIONS?**

**OPINIONS?**

**JUST WANT TO GET OUT  
OF HERE ASAP?**

