September 1, 2020

Dear Deans, Department Chairs, and Program Directors,

The following memorandum governs the support of graduate students from research grants for the 2020-2021 academic year. This policy is an update to the one issued in December 2018 for the 2019-2020 and will be revisited each academic year. **Please ensure that the faculty in your school, department, or program is aware of this policy**.

The purpose of this policy is to encourage and reward research grant activity while being able to account for tuition remission under current budgetary models and constraints.

1. New remission of tuition awards will be available from the Office of the Senior Vice Provost for Academic Administration and Dean of Graduate Studies to graduate students engaged in research if, in the semester in which they will receive the remission, the student meets the following criteria:
	1. The student is paid a minimum stipend of $9,000 per semester from an externally funded research grant carrying full off-campus overhead charges (see <https://sponsored-research.catholic.edu/budget/index.html>).
	2. The externally funded research grant also pays $4,000 per semester, or the total tuition amount if a student’s tuition charge is less than this amount (see item 8).
	3. Documentation showing the stipend amount should accompany the paperwork requesting the tuition remission.
2. Graduate students who receive stipends from other sources for research support, including school, department, or program budgets, or who receive less than the stipulated stipend amount of $9,000 per semester are not eligible for research tuition waivers under this policy. These students remain eligible to receive other university, school, and departmental scholarships from the general scholarship allocation given to each school at the beginning of the academic year.
3. Effective January 1, 2019, all proposals must include tuition support of $4,000/semester per student, provided the funding agency does not disallow the inclusion of tuition support in proposals.
4. Pre-existing and on-going commitments of tuition waiver support for graduate students who receive full stipend support from externally funded research grants must be supported from within the normal scholarship allocation awarded each academic year to the schools, and are not included in this external grants policy. Likewise, graduate students supported by externally funded research grants who do not meet the burden of (1)-(3) must be supported from the general scholarship allocation awarded each academic year to the schools.
5. Only graduate students with full-time academic status as defined in the Graduate Enrollment Policy (<http://policies.cua.edu/academicgrad/enrollgradfull2.cfm>) may receive tuition remission.
6. Tuition remission from the university scholarship allocation is not available for courses taken during the summer session(s). If a graduate student is required to take summer session courses, these costs must be paid directly by the externally funded research grant.
7. All documents requesting tuition remission must be sent to the Office of the Senior Vice Provost for Academic Administration and Dean of Graduate Studies along with the appropriate graduate assistantship form(s), which show the source of the grant.
8. The Office of the Senior Vice Provost for Academic Administration and Dean of Graduate Studies must receive the documentation that requests tuition remission by the deadlines specified by that office. Tuition remission requests submitted after these deadlines will not be granted.
9. In cases of qualifying research assistantship appointments being made in the fall term for both fall and spring semesters of the academic year, requests for tuition remission must be made for the period extending over both the fall and spring semesters.
10. In order to receive tuition remission, a student must maintain a cumulative GPA of at least 3.40 throughout the life of the research grant.

If you have any questions about this tuition remission and research grant policy, please do not hesitate to contact my office or Mr. Ralph Albano, Vice Provost for Sponsored Research, Research Compliance, and Technology Transfer.

Sincerely yours,



J. Steven Brown, Ph.D.

Senior Vice Provost for Academic Administration and Dean of Graduate Studies