



UNIVERSITY OF HOUSTON SYSTEM UNIVERSITY OF HOUSTON

PAULA MYRICK SHORT, PH.D.

Theresa M. Monaco Chair
Senior Vice Chancellor for Academic Affairs, UH System
Senior Vice President for Academic Affairs and Provost, UH
Distinguished Professor of Education

MEMORANDUM

TO: Deans

FROM: Paula Myrick Short, Ph.D.
Senior Vice Chancellor for Academic Affairs, UH System
Senior Vice President for Academic Affairs and Provost, UH

Dmitri Litvinov, Ph.D.
Vice Provost and Dean, University of Houston Graduate School

CC: Ramanan Krishnamoorti, Interim VP/VC for Research and Technology Transfer
Joan Nelson, Associate VC/VP for Human Resources
Jonathan Snow, Faculty Senate President

DATE: April 26, 2016

RE: Tuition in Grants

This memorandum is a follow up to the Tuition in Grants policy that became effective February 1, 2015 (per the attached November 24, 2014 memorandum). It finalizes the logistics of the tuition and fees budgeting for Research Assistants and the respective implications for the Graduate Tuition Fellowship (GTF) program.

The current framework has been developed by the Graduate School in close collaboration with the Division of Research and Human Resources and with the input of the task force appointed by the Faculty Senate. The developed process and infrastructure aim to minimize the impact on individual faculty members who support Research Assistants, to do so in an equitable manner, and to reward the faculty by guaranteeing GTF to their PhD and MFA Research Assistants.

Effective January 16, 2016, the University of Houston offers two types of research assistantships: **Research Assistants / Tuition Eligible** (RA/TE, job code 3081) and **Research Assistant** (RA, job code 3080):

1. Research Assistants/Tuition Eligible (RA/TE, job code 3081):

- Salaries of all RA/TEs are charged a 5% "tuition" fringe benefit
- Budgeting tuition fringe benefit substitutes for the requirement to budget for full tuition and fees in the research projects
- All RA/TEs will receive GTF as long as GTF eligibility criteria set by the Graduate School are met
- The funds generated by tuition fringe benefit will be used to supplement the existing GTF pool

- Tuition fringe benefit rate (5%) is set at a minimum level sufficient to sustain the growth of our PhD and MFA programs without generating surplus funds
2. **Research Assistant** (RA, job code 3080) are not charged 5% “tuition” fringe benefit and are not eligible to receive GTF.

The annual GTF allocations will be comprised of the Provost baseline funds (based on the performance criteria established by the Graduate School) and the college’s individual contribution from RA/TEs.

Please make the necessary adjustments in your college GTF policies and procedures to accommodate for these changes:

- All RA/TE (job code 3081) eligible for GTF are to receive GTF awards from college GTF allocations.
- All other GTF eligible PhD/MFA students will receive GTF awards based on college priorities and availability of funds.
- RA (job code 3080) are not eligible for GTF awards.

The following is the implementation schedule:

1/16/16 - 8/31/16	RA/TE assignments need to be applied only to Research Assistants funded by research grants submitted to the funding agencies on or after 3/1/15.
9/1/2016	All Research Assistants will have to be hired as RA/TE to receive GTF regardless of the funding source.

Attachments:

Tuition in Grants Memorandum (November 24, 2014) to Deans
Graduate Tuition Fellowship Standard Operating Procedures
FY16 Spring Graduate Employment Procedures