CIS Policy on Stipend and Tuition in Grants and Contracts
Wednesday, March 18, 2009

When a grant or contract supports academic year stipend for a PhD student, the stipend should be costed at $20,000 for three quarters. The summer quarter is then 20,000 * 1/3 = $6,667. So a full year of PhD student stipend support is $26,667. (Note that even though the current PhD stipend is $17500 for the 3 quarters, please use the $20,000 in your grants as the expectation is for a rise in the next few years).

The 3-quarter stipend for a master’s student is $15,000. The summer quarter is then $5,000. So the full year of a master’s student stipend support is $20,000.

Tuition should be included on grants when stipend is covered by the grant.

Below is a rough prescription of how much tuition to include in your budget. (This calculation is not meant to be a differential equation, but a way to estimate the correct amount to include).

Proposals including stipend for students should include a portion of the yearly graduate tuition as follows. The $ amount of tuition to include is capped at a % which is linearly increasing from 0 - 100K and then flattens as a percentage there. This is an upper limit to the amount of tuition to be included in the proposal.

<table>
<thead>
<tr>
<th>Dollar Amount of Proposal</th>
<th>% of Proposal $s Towards tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>0K</td>
<td>0%</td>
</tr>
<tr>
<td>50K</td>
<td>5%</td>
</tr>
<tr>
<td>100K</td>
<td>10%</td>
</tr>
<tr>
<td>100K - 5 Million</td>
<td>10%</td>
</tr>
</tbody>
</table>

For each student stipend your grant covers, the grant can only have 50% of their tuition covered on a grant.

So for PhD or masters students, who are funded in years 2 and beyond on a grant, we can expect $9000 can be funded on their grant per student maximum. (For PhD students this assumes they will finish in 4 years, if you are instead thinking your student will take 5 years, the corresponding dollar amount is $7200 per year).

Thus:

If you have a $50,000 grant supporting one PhD student you should include $2,500 in tuition.

If you have a $100,000 grant supporting one PhD student you should include $9,000 in tuition.

If you have a $100,000 grant supporting two PhD (or masters) students you should
include $10,000 in tuition.

If you have a $500,000 grant supporting two PhD (or masters) students you should include $18,000 in tuition.

Etc.

Note that some RFPs either do not allow or limit the tuition that can be included in the proposal. In those cases, just be sure you specify that when you send the Proposal for review and the PRF along for sign off.

It is possible to get an exemption from these rules (though it is expected these will be rare and will need extraordinary justification). If you want to request an exemption you need to do so well in advance (1 week) of sending the proposal for review and the PRF for sign off.