



*University Community (faculty, staff and students)*

<b>SUBJECT (R*)</b>	<b>EFFECTIVE DATE (R*)</b>	<b>POLICY NUMBER (O*)</b>
TUITION AND FEE CHARGES ON SPONSORED PROJECT BUDGETS	May 3, 2010	2320.110

**POLICY STATEMENT (R\*)**

In order to provide students with current information regarding career development skills, trends and issues while preparing a viable global workforce for the 21st century, Florida International University promotes the participation of students in sponsored projects to the fullest extent possible. Accordingly, when permitted by the project sponsor and when appropriate to the project, eligible graduate and undergraduate students should be included in new sponsored project proposals and renewals of existing sponsored project awards, and the budgets for such proposals or renewals should contain the current tuition charges for such students allocable to the sponsored project, as well as the portion of the students' health insurance charges covered by the University.

**RELATED INFORMATION (O\*)**

ORED Policy - Stipend and Other Payments to Students and Temporary Personnel on Sponsored Projects.

**DEFINITIONS (R\*)**

“ORED” is the Florida International University Office of Research and Economic Development.

“PI” refers to the Principal Investigator.

“University” is Florida International University.

**PROCEDURES (O\*)**

Where permitted by the project sponsor and when appropriate to the project, the PI should identify undergraduate and graduate students who may be included in the PI's new externally sponsored proposal or renewal project. At the time of a new proposal submission or submission of a renewal request for an existing award, the PI should ensure that the proposal or renewal budget includes the current tuition charges allocable for the students' involvement in the project, as well as the portion of the students' health insurance charges covered by the University. The PI's college/school must verify that the tuition and University portion for the students' health insurance charges are in line with the appropriate rates in the college/school.

If the foregoing costs are not included in the proposal or renewal budget, Pre-Award will review whether the sponsor will not allow such charges. If the sponsor allows for the participation of students, but the PI has not budgeted for students' involvement in the project, the Vice President for Research may consult with the PI and the PI's Dean to ascertain if the project can be structured such that students' involvement may be budgeted.

**RESPONSIBILITIES (O\*)**

The PI must consider whether students may appropriately be involved in sponsored projects and, if so, ensure that tuition and the University portion of the student health insurance charges are included in the budget for new proposals or renewals if such charges are permitted by the sponsor.

The PI's college/school must ensure that the tuition and the University portion of the students' health insurance charges contained in the PI's budget are correct.

**RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R\*)**

Office of Research and Economic Development  
Florida International University

**RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R\*)**

Office of Pre-Award  
Florida International University  
11200 S.W. Eighth Street – MARC 430  
Miami, Florida 33199  
Telephone Number: (305) 348-2494

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**\*R = Required \*O = Optional**