Request for Tuition Remission

As Matching Funds for Grants or Other Sponsored Programs

The University of Detroit Mercy (Detroit Mercy) may contribute graduate or undergraduate tuition support to meet cost-sharing requirements of grant proposals.

The purpose of this support is to be able to attract high quality student research assistants to our programs and keep them focused on sponsored research projects (rather than outside employment). In general, the student should also be supported with a stipend from the grant. The amount of the stipend should be standard for your discipline, and the duration should be for at least the same period of time as the tuition support from the University.

To request tuition remission for research assistants to be used as cost share, please provide the following information:

Proposal Title:

Principal Investigator/Project Director:

Sponsoring Organization:

Funding Opportunity Title:

Matching Funds Required by Sponsor? Yes/No :

(Please attach documentation)

How many credit hours are you requesting the University contribute as match?

Level of student stipend support per month?

Amount of total indirect cost recovery by the University? (Please attach your project budget to this form.)

Please indicate the total amount of the requested tuition contribution for each fiscal year:

|  |  |  |
| --- | --- | --- |
| **Fiscal Year** | **Credit Hours** | **Amount** |
| FY |  | $ |
| FY |  | $ |
| FY |  | $ |
| FY |  | $ |
| FY |  | $ |
| Total |  | $ |

The following documentation must be attached to this request:

* A justification for this request
* A draft budget (for all years combined and the budget per year)
* Internal Summary Form with a link to the solicitation (i.e. RFP, RFQ/BAA)
* Signature of Dean

Please note that Detroit Mercy cost share contributions will, in most cases, be subject to audit. The PI is expected to identify the amount of cost share through in-kind contributions or other sources. It is strongly advised that the PI understands the implications and regulations concerning satisfying match requirements. OSPRA is willing to provide guidance and suggestions for how the in-kind contributions can be satisfied.

Please submit this form and supporting documentation to Ann Serra, Director of Sponsored Programs and Research Activities, at serraam@udmercy.edu for the following approvals:

Approvals

|  |  |  |
| --- | --- | --- |
| Title | Signature | Date |
| Dean/Director |  |  |
| Enrollment VP or designee |  |  |
| Financial Aid Director or designee |  |  |
| Controller or VP Finance |  |  |
| Provost/VPAA |  |  |