

Tuition Process at CoEN



UNC CHARLOTTE

The WILLIAM STATES LEE COLLEGE *of* ENGINEERING

Thursday, 8/31/17

Stacy Leotta

University Policy Statement

All sponsored budget requests that include graduate assistantship salary must also include full tuition at the current in-state rate, unless disallowed by the sponsoring agency. Tuition at the out-of-state rate may be requested. Some awards may only request partial salary for graduate students rather than full nine-month support, and tuition costs can be prorated accordingly in the proposal.

If the sponsor's awarded budget includes tuition, the tuition must be charged to the sponsor for graduate student(s) assigned to the project.

(Policy 50.5: Tuition Remission for Graduate Students
Supported by Sponsored Awards)



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Grant/Contract Proposal Stage

College of Engineering Sponsored budget requests that include graduate assistantship salary (911250 Grad RA) also includes full tuition and fees at the current in-state rate, unless disallowed by the sponsoring agency. Tuition at the out of-state rate may be requested at the discretion of the Principal Investigator (PI). Tuition costs can be prorated accordingly in the proposal. This means that there is funding in most (if not all) sponsored awards (grants or contracts) to pay for the graduate student(s) tuition/fees that are hired on the grant(s).

SUMMARY PROPOSAL BUDGET		Yr 1	11/1/2018	12/30/2018
ORGANIZATION THE UNIVERSITY OF NORTH CAROLINA AT CHARLOTTE		PROPOSAL NO.		
PRINCIPAL INVESTIGATOR/PROJECT DIRECTOR Joe Hesebach		AWARD NO.		
A. SENIOR PERSONNEL: PIPD, Co-PIs, Faculty and Other Senior Associates (List each separately with title, A.7. show number in brackets)		Person-months	Funds Requested By	
		CAL	ACAD	Sumbr
			Proposer	\$
1.	Joe Hesebach Manhours: 173.3	1,000		10,383
2.	Manhours:			
3.	Manhours:			
4.	Manhours:			
5.	Manhours:			
6.) OTHERS (LIST INDIVIDUALLY ON BUDGET EXPLANATI			
7.) TOTAL SENIOR PERSONNEL (1-6)			
		1,000		10,383
B. OTHER PERSONNEL (SHOW NUMBERS IN BRACKETS)				
1.) POSTDOCTORAL ASSOCIATES				
2.) OTHER PROFESSIONALS (TECHNICIAN, PROGRAMM				
3.) GRADUATE STUDENTS Phd / Masters : 1 / 1			20,000
4.) UNDERGRADUATE STUDENTS			5,000
5.) SECRETARIAL - CLERICAL (IF CHARGED DIRECTLY)			
6.) OTHER			
TOTAL SALARIES AND WAGES (A+B)				35,383
C. FRINGE BENEFITS (IF CHARGED AS DIRECT COSTS)				6,707
TOTAL SALARIES, WAGES AND FRINGE BENEFITS (A+B+C)				42,090
D. EQUIPMENT (LIST ITEM AND DOLLAR AMOUNT FOR EACH ITEM EXCEEDING \$5,000.)				
TOTAL EQUIPMENT				
E. TRAVEL 1. DOMESTIC (INCL. CANADA, MEXICO AND U.S. POSSESSIONS)				2,000
2. FOREIGN				
F. PARTICIPANT SUPPORT COSTS				
1. STIPENDS				
2. TRAVEL				
3. SUBSISTENCE				
4. OTHER				
) TOTAL PARTICIPANT COSTS				
G. OTHER DIRECT COSTS				
1. MATERIALS AND SUPPLIES				2,000
2. PUBLICATION COSTS/DOCUMENTATION/DISSEMINATION				
3. CONSULTANT SERVICES				
4. COMPUTER SERVICES				
5. SUBAWARDS				
6. OTHER In-State Tuition				10,126



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Post Award College Procedures:



Three process steps include:

- Hiring Graduate Students
- Paying Tuition/Fees/Health Insurance
- Update SAM System



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Hiring Graduate Students

1. PI contacts Dept Admin (DA) to hire Graduate Student(s) and pay them stipend (salary) on fund # (either 5XXXXX or 1XXXXX)
2. PI or DA reviews fund # to be sure that there is money available for grad student(s). Banner FRIGITD or FGIBDST
3. DA completes and submits the EGA online form (<https://ega.uncc.edu/main>)

The screenshot shows the 'UNC Charlotte Graduate Assistantship Application' web interface. At the top left is the UNC Charlotte logo. The page title is 'UNC Charlotte Graduate Assistantship Application' with the subtitle 'Graduate Assistantship Application Process'. A 'Logout Stacy' link is in the top right. On the left is a navigation menu with options: Assistantship Navigation, eGA Home, Create Assistantship, Revise Assistantship, Track Assistantship, Approve Assistantships, Supersede Assistantship, Reports, Initiator Report, and Approver Report. The main content area is titled 'Track a Graduate Assistantship : Select Student'. It features a 'Search For Student' section with a search bar containing '800' and a 'Search By ID »' button. Below it are 'Last:' and 'First:' input fields with a 'Search By Name »' button. At the bottom, a table header is visible with columns for 'Name', 'GPA', and 'Program'.



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Paying Tuition/Fees/Health Insurance for Graduate Students hired on Grants (5XXXXX):

1. The Dept Admin (DA) reviews the Graduate Student's account (Banner Screen: TSAAREV or TSICSRV) and emails PI with information and requests approval for tuition/fees and/or medical insurance balance on student's account
2. DA Receives approval email from PI to pay tuition/fees and/or medical insurance for student from grant (5XXXXX)
3. DA completes and submits SEA online form (https://imagenow.uncc.edu/imagenowforms/fs?form=Student_Educational_Award_Form)
 - a. Tuition/Fees use account code: 960550
 - b. Medical Insurance use account code: 960525



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SEA Screenshot, Sample Email, & Spreadsheet

UNC CHARLOTTE Student Educational Award Form
Submit Student Educational Awards

Show Instructions Submitted By: 800950897 Leotta, Stacy E

Student Award Information

*Fund Number: *Award Purpose: Choose Award Purpose

*Award Term: Choose Award Term *Award Amount: \$

*Minimum Registered Hours To Be Eligible For This Award: 1 Hour

Student Award Recipients

*UNCC ID

Add Recipient

Student Educational Award Form



Sample Email -->

To process Fall 2017 tuition/fees or health insurance for your student(s), I must have written authorization from you to attach to the request when I submit it. Please reply indicating the following is correct and I will proceed:

Student ID#	Last Name	First Name	Fund #	Tuition/Fees or insurance Fall 2017

Sample Spreadsheet ↓

	A	B	C	D	E	F	G	H	I	J	K	L	M
	ID#	Last Name	First	PI	Begin Date	End Date	Fund	Salary/Mo	Comments	Fees			
1	800741572	Noste	Todd	.D. (FA'15)	Evans (Chris)	8/16/2017	5/15/2018	530460	\$2,000.00				
23	800764670	Uwakwe	Michael	Ph.D	Evans	8/16/2017	10/30/2017	530177	\$2,000.00			\$1,360.50	x
24	800245983	Blum	Alex	Ph.D. (Fall '16)	Evans (Chris)	8/16/2017	5/15/2018	530460 & 501880	\$2,000.00			\$4,318.40	X
25	800927200	Reese	Zach	Ph.D. (Fall 15)	Evans (Chris)	8/16/2017	5/15/2018	101536	\$2,000.00			\$3,605.15	x
26	800936454	Hopper	Laura	Undergrad	Evans (Chris)	8/16/2017	5/15/2018	530460	\$10/hour			\$2,630.50	supposed to be
27	800820875	Zhang	Kyle	Ph.D. (Fall 2013)	Evans (Chris)	8/16/2017	5/15/2018	101536	\$2,000.00				
28	800035810	Venditti	Kristen	MSME (FA '17)	Evans (Chris)	8/16/2017	5/15/2018	530460	\$1,600.00			\$6,538.55	Grad school will
29												\$6,169.00	x

Updating SAM

Use the Members page and input as a positive

MEMBER INFORMATION
STOP

Search By:

 Name
 Banner#
 Phone

Last First MI Salut

Banner# WK Phone Type Sex:

Comments

From	To	Pay Fund	Acct	Total	PI	Dept	Pay Type	Hr/wk	\$/Hr
8/30/17	8/30/17	550233	960525	\$1,270.00	Keen, Olya S.	CEGR	TUI		
Prd		Job		Lvl	Pos#	Est Tot	\$0.00	Spec cat	Normal
Pre\$/Hr		A	CS	Cmt Fall 2017 health ins proc 8/30/17kdw					
8/30/17	8/30/17	550233	960550	\$2,463.85	Keen, Olya S.	CEGR	TUI		
Prd		Job		Lvl	Pos#	Est Tot	\$0.00	Spec cat	Normal
Pre\$/Hr		A	CS	Cmt Fall 2017 Fees proc 8/30/17kdw					
8/16/17	2/15/18	550233	911250	\$9,000.00	Keen, Olya S.	CEGR	GRA	20	
Prd		Job		Lvl	Pos#	Est Tot	\$0.00	Spec cat	Normal
Pre\$/Hr		A	CS	Cmt eGA proc 8/3/17kdw					



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Updating SAM...cont.

Total Fund in SAM:

Acct CODE	911250 EPA Grad Research Asst. Salaries			Req/Inv#	PO #	Status /		
Date(s)	Amount	Type	Name	(or Hr/wk)	(or \$/Hr)	Est Total	Position #	Comments
Budget								
03/31/17	03/31/17	\$13,500.00	BEG-BAL				B	
Total Budget:		\$13,500.00						
Expenditures								
07/01/17	08/15/17	(\$2,250.00)	GRA	Neth, Nicole	20			eGA proc 6/7/17kdw
08/16/17	02/15/18	(\$9,000.00)	GRA	Neth, Nicole	20			eGA proc 8/3/17kdw
Total Exp:		(\$11,250.00)						
Balance:	911250	\$2,250.00	Banner Bal:			\$2,250.00		

Acct CODE	960525 Health Insurance - Scholarships-F&A			Req/Inv#	PO #	Status /		
Date(s)	Amount	Type	Name	(or Hr/wk)	(or \$/Hr)	Est Total	Position #	Comments
Expenditures								
08/30/17	08/30/17	(\$1,270.00)	TUI	Neth, Nicole				Fall 2017 health ins proc 8/30/17kdw
Total Exp:		(\$1,270.00)						
Balance:	960525	(\$1,270.00)	Banner Bal:			(\$1,270.00)		

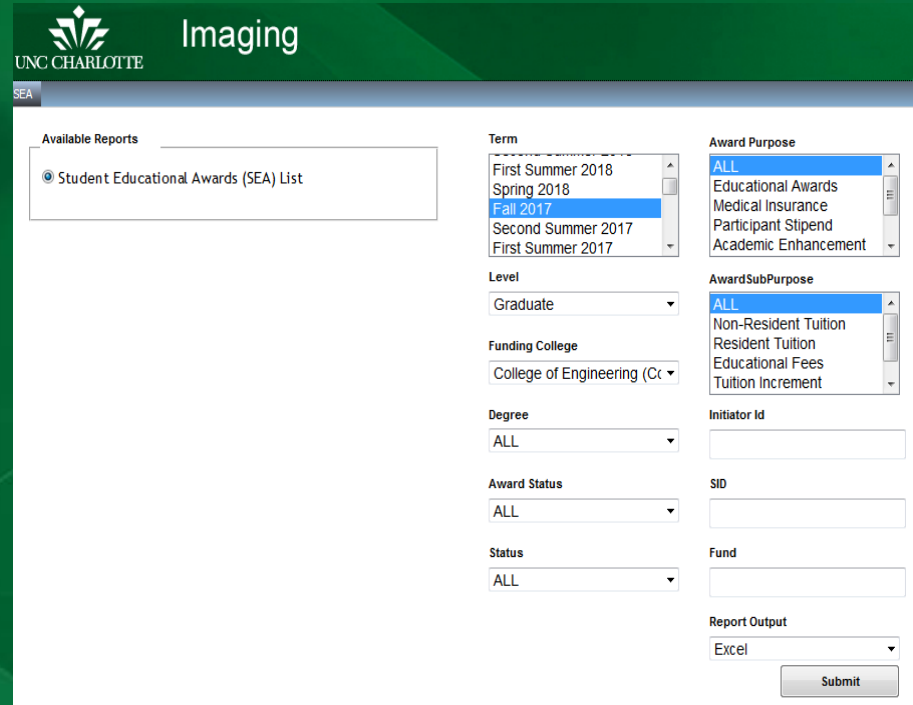
Acct CODE	960550 Other Educational Awards			Req/Inv#	PO #	Status /		
Date(s)	Amount	Type	Name	(or Hr/wk)	(or \$/Hr)	Est Total	Position #	Comments
Budget								
03/31/17	03/31/17	\$6,596.00	BEG-BAL				B	
Total Budget:		\$6,596.00						
Expenditures								
08/30/17	08/30/17	(\$2,463.85)	TUI	Neth, Nicole				Fall 2017 Fees proc 8/30/17kdw
Total Exp:		(\$2,463.85)						
Balance:	960550	\$4,132.15	Banner Bal:			\$4,132.15		

College Reports and Review

- EGA Reports (<https://ega.uncc.edu/main>)
- SEA Reports
(<https://reportcentral.uncc.edu/welcome/reportcentral.jsp>),
click on Imaging option; depending on Banner access, you might not have access to this report, if that is the case, please email your supervisor or me for questions



The screenshot shows the 'UNC Charlotte Graduate Assistantship Application' website. The header includes the UNC Charlotte logo and the text 'UNC Charlotte Graduate Assistantship Application' and 'Graduate Assistantship Application Process'. The main content area is titled 'Welcome to the eGA Application Process'. On the left, there is a navigation menu with sections: 'Assistantship Navigation' (containing links for Home, Create, Revise, Track, Approve, and Supersede Assistantship), 'Reports' (containing links for Initiator and Approver Reports), 'eGA Supersede Training' (containing links for Manual, Presentation, and FAQs), and 'eGA Home'.



The screenshot shows the 'Imaging' interface for the SEA (Student Educational Awards) report. The header includes the UNC Charlotte logo and the text 'Imaging'. The main content area is titled 'SEA' and contains a list of 'Available Reports' with 'Student Educational Awards (SEA) List' selected. The interface includes several dropdown menus for filtering the report: 'Term' (with 'Fall 2017' selected), 'Award Purpose' (with 'ALL' selected), 'Level' (with 'Graduate' selected), 'Funding College' (with 'College of Engineering (C)' selected), 'Degree' (with 'ALL' selected), 'Award Status' (with 'ALL' selected), and 'Status' (with 'ALL' selected). There are also input fields for 'Initiator Id', 'SID', and 'Fund'. The 'Report Output' dropdown is set to 'Excel'. A 'Submit' button is located at the bottom right.

Resources

- **UNCC Research Administration Policies and Procedures**

<http://research.uncc.edu/departments/grants-contracts-administration/research-administration-policies-and-procedures>

- **Paying Tuition & Fees**

<http://research.uncc.edu/departments/grants-contracts-administration-gca/fiscal-award-management/paying-tuition-fees>

- **Assistantships and Employment**

<http://graduateschool.uncc.edu/funding/assistantships-and-employment>



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Questions?? And Thanks!!!

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