SAINT LOUIS UNIVERSITY

Office of the Vice President for Research
Standard Operating Procedure

Obtaining a Tuition Waiver/Tuition Scholarship
#1005
Effective Date: 11/30/2018

I.   Purpose

The purpose of this Standard Operating Procedure (SOP) is to describe how Pre-Award Specialists (PAS) assist Principal Investigators (PI) with obtaining a tuition waiver. The college/school has the final authority in granting tuition waivers, but the GO Center assists in completing the documentation and ensuring their review by the appropriate administrative head.

II.   Introduction

PIs that submit grants that include graduate students as personnel may request a tuition waiver for these student positions, provided the following conditions are satisfied: the sponsor pays the full student stipend, the sponsor covers the cost of student health insurance, and the sponsor grants SLU's full F&A rate of 51.5%. Submitting a tuition waiver request with these elements does not guarantee the waiver will be granted, but ensures that the request is allowable.

III.   Procedure

When a PI informs the PAS that an upcoming grant submission will contain a request for a tuition waiver, the PAS should first ensure that all the required elements listed in the introduction section are satisfied. Once this information is verified, the PAS either completes as much of the tuition waiver form as possible and then sends the form to the PI to complete or, if the form is kept on file by the school/college, contacts the appropriate administrator for the form and then proceeds to fill out the form. After the form is complete, it is either uploaded to SLU's research administration system by the PAS, where it will be reviewed and electronically approved in the system, or it is sent to the reviewing official in the PI's unit (department chair, associate dean for research, dean, etc.) for a signature approval. After obtaining the signature, the PAS then uploads the form to SLU's research administration system for documentation of approval.

IV.   Version History

Version Date	Approval Date	Summary Changes
[11/30/2018]	[11/30/2018]	Initial Version