

The purpose of this worksheet is to help PIs and Research staff (*proposing/undertaking sponsored projects at NAU*) determine and document the appropriate source(s) of funding for student tuition and fees. Most specifically, this worksheet is to be used when sponsored projects involve students, but a sponsor may or may not allow tuition and fee expenses as part of the project.

In summary, **this worksheet affirms allowability or disallowance by a sponsor and helps the process of securing and documenting eligible sources (within NAU) for the tuition and fee expenses expected to be incurred on sponsored projects.**

Please contact your Pre-Award Research Administrator or OSP at 928-523-4880, NAU-OSP@nau.edu for assistance in completing this worksheet, if required.

Section A: Project Information

Date: _____ Cayuse Number: _____

Principal Investigator: _____ Unit / Department: _____

Sponsor: _____ Proposal Deadline: _____

Project Name: _____

Section B: Tuition & Fees

1. Does the sponsor allow for student tuition and fees to be covered by the project?

- Yes No (Skip to Question 2).

If Yes:

I. Provide rationale for not including student tuition and fees in the project budget:

II. Insert details of total costs of student tuition associated with this request, not covered by a sponsor:

Course Number	Semester (with year)	Number of Credit Hours	Tuition Dollars per Credit Hour	Number of Students	Total
Total value (\$) of tuition					

III. Please insert details of total cost of student fees associated with this request, not covered by a sponsor:

Fee description	Semester (with year)	Dollar Amount per Student	Number of Students	Total Cost per Course
Total value (\$) of fees				

2. Please describe the total tuition & fees of this request, *not covered* by a sponsor and the funding source(s) you have identified to cover the costs.

All alternate funding sources listed here should correspond with a signatory section below.

	Alternate Funding Source A	Alternate Funding Source B	Alternate Funding Source C
Department:			
Department ID:			

	Total Project Cost	Total Requested from Sponsor	Alternate Funding Source A	Alternate Funding Source B	Alternate Funding Source C
Tuition					
Fees					
TOTALS					

Section C: Signatures

Please ensure all required signatures below are completed.

A. Principal Investigator/Project Director:

I certify that the information provided above is accurate to the best of my knowledge.

Name of Principal Investigator/Project Director

Signature

Date

B. OSP Representative:

I certify that I have reviewed the project solicitation and confirmed that student tuition* is:

not allowed by sponsor limited by sponsor not restricted by sponsor

Name of OSP Representative

Signature

Date

* Payment of student fees is not typically an allowable expense on sponsored projects.

C. Funding Source A: Authorized Representative

I certify that I accept financial responsibility for the planned tuition and fee costs outlined above and associated with my department if the project is awarded by the sponsor.

Name

Title

Unit/Department

Signature

Date

D. Funding Source B: Authorized Representative *(if applicable)*

I certify that I accept financial responsibility for the planned tuition and fee costs outlined above and associated with my department if the project is awarded by the sponsor.

Name

Title

Unit/Department

Signature

Date

E. Funding Source C: Authorized Representative *(If applicable)*

I certify that I accept financial responsibility for the planned tuition and fee costs outlined above and associated with my department if the project is awarded by the sponsor.

Name

Title

Unit/Department

Signature

Date

Please return the completed form to your OSP PRA representative, for documentation and storage along with other proposal submission materials.