Graduate Student Tuition on Sponsored Awards
Fund Disbursement Process

When will the Disbursement of Funds Occur?
Graduate Assistant Tuition is charged to sponsored awards by the department business staff by initiating an Internal Billing document in the Kuali Financial System (KFS) for each graduate assistant paid on an eligible sponsored award. In order for OVPR to provide the disbursement to the Lead investigator as quickly and accurately as possible, department personnel must submit the internal billing, which applies the tuition charge to a sponsored award, with their departmental Financial Officer’s (FO) approval and an accurate description of the tuition charge by the deadline as indicated below for each semester’s submission.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Internal Billing Description</th>
<th>Department &amp; FO Approval Deadline</th>
<th>Disbursement Cycle</th>
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</thead>
<tbody>
<tr>
<td>Fall 2015</td>
<td>Fall 2015 Tuition</td>
<td>1/29/2016</td>
<td>February 2016</td>
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Disbursement of the Tuition collected will occur twice per year. Tuition charges not submitted by the department deadline above will result in the disbursement not being processed until the next disbursement cycle.

How will the Disbursement be Performed?
1. Departments must submit the internal billing form that charges the tuition for each Graduate Assistant to the eligible sponsored award(s).
   a. Each internal billing must be submitted with the corresponding description by the deadline as identified above.
   b. Add OVPR-SPS as an Ad-Hoc approver to the KFS workflow routing so that it does not delay the processing of the tuition posting.
   c. Departments are encouraged to initiate the tuition billing form as early as possible, prior to the end of the semester, so that all applicable tuition is processed prior to the above deadline(s).
   d. Late submissions of a prior semester’s charge must be submitted separately with the description that properly identifies the semester for which the charge is being incurred.
   e. Only FY2016 period tuition charges are eligible for disbursement.
2. Once approved by OVPR-SPS, the Accounting Department will provide the final approval for the charge to post to the Sponsored Account and General Ledger.
3. Immediately following the deadline, the budget office will provide an excel report of all relevant semester charges collected from sponsored awards.
4. OVPR financial services will calculate the disbursement dollars, based on one-half of the tuition collected by award and Lead Investigator and will process the eDocs in KFS to transfer the funds to the Lead Investigator’s IDC account.

How will the Department and Investigator be Notified?
Notices will be sent to Principal Investigators informing them of the increase in funds to be provided to their IDC account. A spreadsheet of all investigator’s within a College or School
will be provided to the respective Dean's Office that details all accounts and amounts allocated. The Dean's Office will be responsible for distributing the applicable information to the department(s).

**Who do I contact if I have questions?**

<table>
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<tr>
<th>Item</th>
<th>Contact</th>
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| Questions regarding the submission or review of the Graduate Assistant Tuition | SPS Team Lead in Sponsored Program Services:  
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  • Deb Keefe - deborah.keefe@uconn.edu  
  • Daniela Parciasepe - daniela.parciasepe@uconn.edu |
| Questions that pertain to the disbursement process, notification, or funded amounts | OVPR Financial Services :  
  • Joanna Desjardin - joanna.desjardin@uconn.edu |