Sponsored Programs Review of Tuition and Fee Remission Requests

The Graduate School has expanded their EGAAF program to include a separate application to request tuition and fee remission from Sponsored Programs (OSP) funding (4Wxxx).

URL: https://apexprod.msu.montana.edu/apex/f?p=201

- The web form allows the departments to initiate a tuition and fee remission request per student, per semester
- The ability to split funding across 2 different Sponsored Programs indexes
- The application validates the index for Active status
- Auto populates the Org Name, PI and End Date
- Once submitted by the Dept, the specific OSP Research Administrator is alerted via email for every new request with a direct link

Sponsored Programs Research Administrator reviews for the following:

- Does the OSP index's performance period cover the requested semester costs?

  - If not, prorate

  - For example, the grant ends 9/30 but the tuition and fee request is for the full semester - must be prorated for only the Aug/Sept portion per federal guidelines

- Does the OSP index have Tuition and Fees budgeted within Awards or Participant Support and/or approved by the funding agency (*not all funders allow tuition remission*)?

  - Is the correct account code used? Must be 62828 or 62868 depending on how it is budgeted. 62868 is especially important as that is considered Participant Support and agencies like the NSF do not allow re-budgeting

  - Does the sponsored programs index have enough funding to cover?

If the request is allowable: the OSP Research Administrator selects "Approved" from the drop-down menu. Apply Changes

If Revisions are needed: The OSP Research Administrator must provide a comment to the initiator, Select Updates Requested from the drop-down menu, and Apply Changes.

If the wrong RA is chosen: Please provide a comment, Select Updates Requested, Email New RA, enter the RA email and Apply Changes.

OSP Tuition and Fees Remission Form for Graduate Students

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OSP Tuition and Fees Remission form

- "OSP Tuition & Fees Remission" is a stand-alone application for review/approval and has unique security. Please let Laura in Grad School know if users need to be added/removed

- URL: https://apexprod.msu.montana.edu/apex/f?p=201

- Reports are available inside the system for OSP

START

Entry of form by department staff

- Banner security class required to access form, training required before access granted
- GS does a training each semester
- Some validations on electronic form
- OSP is emailed when data entry is complete. All emails are from grad_agreements@montana.edu

Review of data by OSP staff
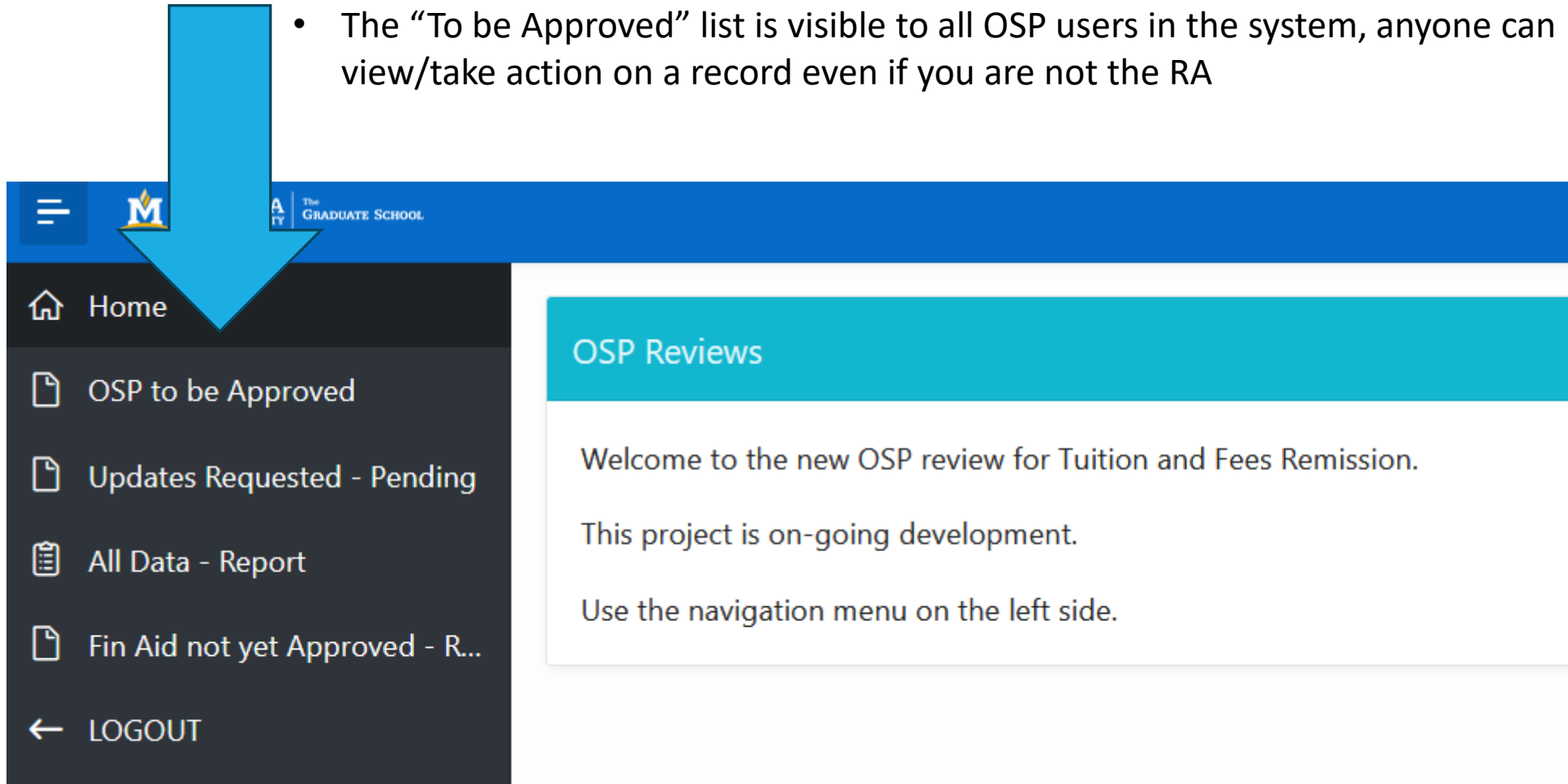
- Revisions can be suggested by OSP staff, email sent to back to the dept with comments. OSP is emailed when revisions are complete
- OSP can approve
- Dept receives email when it is approved
- OSP can reassign to different RA

Financial Aid adds the contract amounts in the student's pending aid

- Student is emailed when this is completed with a reminder to confirm their bill with Student Accounts

Student Accounts will bill the indexes listed

- Use the left-hand navigation to view reports and the current "To be Approved" list
- The "To be Approved" list is visible to all OSP users in the system, anyone can view/take action on a record even if you are not the RA

- To Assign a different RA:
  - In the To be Approved screen, select the student to reassign by clicking pencil icon
  - Near the bottom, Type in the EMAIL ADDRESS of the new RA
  - If you want to email the new RA a notification, click "Email New RA" – if not leave it blank
  - Click Apply Changes – DONE!

This is an example of OSP sending this contract back to the department for updates.
If changes are made to the record, always click Apply Changes

This is an example of when a contract is approved.
- Change the Approval Status to "Approved"
- Date/Time will default
- Your name will appear as the Approver
- Click Apply Changes
- The department is emailed that contract was approved

OSP Comments   This is approved!

Approval Status: Approved

☐ Email New RA

Research Administrator: lcollins@montana.edu

OSP Authorized Date   06-MAY-2025 11:01

Approver   laura collins

Cancel   **Apply Changes**

Sample email when a department completes the OSP Tuition and Fees Remission Form. Emails are always from grad_agreements@montana.edu

Submission of Tuition and Fees Form

GA grad_agreements@montana.edu
To ● Collins, Laura

☺ | ↩ Reply | ↩ Reply All | →

A new Tuition and Fees Remissions Form has been submitted by Laura Collins for student Laura Collins, semester Summer 2025, and index 4WA663. Click here to log in

*** Do not use this email address for correspondence. ***