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May 11, 2001

TO: Vice Chancellors, Deans, Department Heads, Principal Investigators

SUBJECT: Curriculum Fee Waiver Charges to Grants & Contracts

Beginning July 1, 2001, all new grant and contract proposal budgets should include the cost of the curriculum fee for research assistants whose salaries are included in the proposal. As you know, research assistants receive a curriculum fee waiver and currently the cost of these waivers is covered centrally. This policy change will ensure that the cost is assessed more fairly across all fund types. Existing awards will not be charged, and continuing awards will not be charged until the competitive renewal phase.

The waiver rate beginning July 2001, is \$1,573.20 per FTE. An FTE is equal to 760 hours of employment for the year, or \$41.40 per week for 20 hours of work. All fall, spring and summer appointments will be calculated as a percentage of this FTE.

Any questions regarding this change may be directed to William Shea, Director of Financial & Cost Analysis at 577-0313.

A handwritten signature in cursive script, reading 'Cora B. Marrett', positioned above a horizontal line.

Cora B. Marrett, Provost and Senior Vice Chancellor

A handwritten signature in cursive script, reading 'Frederick W. Byron, Jr.', positioned above a horizontal line.

Frederick W. Byron, Jr., Vice Chancellor for Research

A handwritten signature in cursive script, reading 'Paul J. Page', positioned above a horizontal line.

Paul J. Page, Vice Chancellor for Administration & Finance

cc: Joyce Hatch
Bruce McCandless
Maggie Vadrine
Tom Mathers
Sam Killings
Josh Kroner