

# MATCHING TUITION AND FEE AWARD PROGRAM

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**Purpose.** The Graduate School's Matching Tuition and Fee Award Program provides fee authorizations for graduate students who receive a competitive stipend from a funding agency that does not provide funds to cover tuition and fees. The Graduate School uses this program to make strategic investments in graduate education. Not all requests can be approved.

**Note:** The Graduate School no longer provides support for countries seeking matching funds to enhance international opportunities.

**Student Eligibility.** Proposed students must

- be in good academic standing in the Graduate School,
- be enrolled full-time in a master's or doctoral program,
- be making satisfactory progress toward that degree, and
- not have excessive credit hours (over 175 semester hours)

An award may be terminated if a student does not continue to meet the above criteria or any other conditions specified by the Graduate School or by the funding agency.

**Fees Covered.** The Matching Tuition and Fee Award program provides tuition and fees for graduate students (including out-of-state tuition). Fees such as COTA, student activity, and recreational fees are not covered.

**Award Terms and Conditions.** Students who receive a Matching Tuition and Fee Award must:

- be enrolled for a minimum of 12 graduate credit hours during autumn and spring and 6 hours over summer as a master's or pre-candidacy student, or 3 hours every semester as a post-candidacy student;
- be engaged in a project that is relevant to their research; and
- not hold any other employment or appointment

**Additional Information.**

- Graduate School Matching Tuition and Fee Awards are only for the period of time approved by the Graduate School.
- Graduate School support for a no cost or funded extension of an award is not guaranteed. Requests for such funding must be submitted to the Graduate School in writing and receive Graduate School approval.
- Graduate School support is dependent upon the availability of funds.
- Requests for retroactive fee awards will not be considered.



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**Process.** Applying for a Matching Tuition and Fee Award is a two-step process: **1.** a pre-approval request and **2.** a student-specific request. The pre-approval process allows the Graduate School to determine if it will match a potential award. Once that request has been approved and a funding agency has funded a proposal, the program may then request funding for specific students. Students cannot apply directly.

The Graduate School attempts to provide decisions before the funding agency's award decision has been made. Programs must send the Graduate School a copy of the funding agency's decision. For individual student awards, such as a Fulbright, programs must send the Graduate School the student's award documentation, including the award amount and conditions.

**1. Pre-approval request.** Pre-approval requests are reviewed on a rolling basis but must be submitted to the Graduate School at least two weeks before the funding agency's proposals are due.

To apply:

1. Go to <https://access.gradsch.ohio-state.edu/NominationSystem/>
2. Click **FEE MATCH** tab
3. Click **CREATE PRE-APPROVAL REQUEST**
4. Fill all fields
5. Upload the following in the order listed as one PDF:
  - a. Priority statement from the dean (or authorized administrator) identifying the priority level and the purpose(s) that will be fulfilled; and
  - b. Proposed budget; and
  - c. Award Announcement, Request for Proposal, or Grant Overview with the funding agency's policy on tuition and fees (limit of 10 pages).
6. Click **SUBMIT REQUEST**

The associate dean will review submissions, and programs will receive a decision via email.

**2. Student-Specific Request.** If a proposal has been pre-approved and funded, programs submit a student-specific request for each student to receive a fee authorization. Student-specific requests are submitted online by **AUG 1**, **DEC 1**, and **MAY 1** for autumn, spring, and summer, respectively. If a deadline does not fall on a business day, the deadline is the next business day. Student-specific requests must be submitted at the beginning of each academic year regardless of the number of support years approved.

To submit a student-specific request:

1. Go to <https://access.gradsch.ohio-state.edu/NominationSystem/>
2. Click **FEE MATCH** tab
3. Click **CREATE A STUDENT-SPECIFIC REQUEST**
4. Fill all fields
5. Click **SUBMIT REQUEST**

**Choosing an appointment type.** Depending on the award's requirement, students may be appointed as a Fellow, Trainee, GRA-GS Match, or N/A—External Fellow. Many federal awards do not allow students to be appointed as fellows or trainees. It is the graduate program's responsibility to determine the appropriate appointment type with the Office of Sponsored Programs, include this on the student-specific request, and ensure the student is appointed correctly.

**External Fellowships.** Students who receive their stipends directly from a funding agency are considered External Fellows. The process for requesting a Tuition and Fee Award for these students is the same, but there are some administrative differences:

- Fee authorizations are applied manually by the Office of the University Bursar each term; and
- External fellows do not receive the student health insurance premium subsidy; and
- External fellows are not appointed in PeopleSoft. Programs wishing to provide a stipend supplement may do so in PeopleSoft by appointing the student as an External Supplemental Fellow.

