

Guidance for PIs: Entering Account Details in the Tuition Support DocuSign Workflow

Entering detailed account information ensures tuition charges are paid accurately, supports compliance, and provides transparency for all parties. While this may take a few extra minutes compared to the previous PDF, it helps prevent downstream errors and reduces back-and-forth with ORSP.

Page 2 of the template before PI enters anything.

Minimal entries:

- Details for one grant account
- At least one charge
- Your signature to approve

Review and complete

DS Develop Grad Student Tuition Support.docx

1 of 3

Start

DocuSign Envelope ID: CCE981A0-E408-4807-B15D-690CCEA67F2

MARQUETTE UNIVERSITY

BE THE DIFFERENCE.

Grant-Funded Tuition Support Request

Section 3 - Grant(s)

Principal Investigator

Julie Knox

Name or Sponsor	Account	CostShare	Start Date	End Date	Calculated years
Grant					0
2 nd Grant (optional)					

Optional Notes

Showing entries student provided earlier

Student

JL Knox LLC

MUID

001234567

Student submitted form before they have finished registering

Registered Credits

5

Calculated total of grant-funded credits requested by PI

0

Continuation Course

Enrolled in Continuation Course

Term

Spring 2025-2026

Section 4 - Specific Charges

Charge

1 st	2 nd	3 rd
-- select -- -- select --		
0	0	0
0	0	0

For this example, student will be supported by one grant with 4:1 matching requirement.

Provide:

- Brief grant name
- Grant account number
- The cost share account number (if there is one)
- Grant start and end dates
- DocuSign calculates length.

Start

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Grant-Funded Tuition Support Request

Section 3 - Grant(s)

Principal Investigator

Julie Knox

Name or Sponsor	Account	CostShare	Start Date	End Date	Calculated years
Grant	NSF - DNA	78888 78889	9/15/2023	1/31/2026	2.38
2 nd Grant (optional)					

Optional Notes

Main account Cost Share should be 4:1 ratio

Showing entries student provided earlier

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We recognize this step requires more detail than the previous process. The goal is to improve accuracy and transparency for everyone involved. Your feedback is essential—please let us know what works well and what could be improved. We are committed to making this process as efficient and user-friendly as possible.