



School of Medicine, Department of Medicine, Division of Primary Care and Population Health		
Name of Policy:	Policy for Use of Tuition Revenue Sharing (TRS) Funds	
Policy No.	TBD	
This policy applies to:	Administrators, Faculty, Staff	
Approver(s)	Division Chief; Division Manager; Section Chief, Education	
References:	Stanford Medicine Tuition Revenue Sharing	
Last Revision	Date	Updated by
	Sep 1, 2020	K. Osborn

I. PURPOSE

The purpose of this policy is to clarify the parameters for use of Tuition Revenue Sharing (TRS) funds within the division. This policy is intended serve as one point of reference for streamlining operations, to ensure compliance with finance requirements, and to increase transparency as a means to aid faculty in their annual course planning process.

II. POLICY

It is the policy of the division to allow TRS funds to be available to faculty course and clerkship directors who do not otherwise receive support by the Dean’s Office, other SOM or University programs, may submit budgets for proposed expenses in the coming academic year. If course revenue permits, development of summer programs for non-matriculated students, when the mission of such programs align with the mission and goals of the division, the programs are self-sustaining, either via an existing revenue stream, or via volunteer and in-kind resources, and the programs comply with all applicable University, Department, and Division policies.

The Division of Primary Care and Population Health does not offer housing arrangements for summer programs. Participants are required to arrange their own housing and transportation.

III. GUIDELINES

A. Funds flow and administration

1. 20% of TRS for all courses and clerkships where funds role to the division is held back by the division to support administrative costs.
2. TRS applied in the current fiscal year is based on enrollment two academic years prior (e.g., FY21 funds based on AY18-19 enrollment, autumn through summer quarters).
3. TRS does not roll over year to year. It must be used in the fiscal year it is received by the division.



B. Budget request process

1. Faculty may submit budgets for proposed expenses in the coming academic year.
2. Proposed budgets must be submitted and approved through the Education Section prior to the quarter that expenses are expected to be incurred. Approved budgets will be submitted to finance.
3. TRS from multiple courses directed by an individual faculty may be applied toward their approved budget
4. Receipts for all approved non-compensation expenses must be submitted to finance by the end of the quarter in which they are incurred

C. Approved expense categories

1. Up to 10% faculty salary support (12.5% for clinical faculty) for the quarter/period course takes place, and up to one quarter for course planning/development
2. Up to 10% Teaching Assistantship (TA), or equivalent undergraduate Course Development Assistant (CDA) support for the quarter the course takes place
3. Course development or implementation non-compensation costs that directly improve the quality of the course and support students and the learning environment
4. For courses with a project, TRS may be used to support the cost of supporting poster printing or similar dissemination resources.
5. For courses that meet at university designated mealtimes, up to \$15 per enrolled student may be used for food for in-person sessions. Online classes do not have a food allowance. This also applies to students not-attending the in-person format of hybrid classes. Alternatively, course directors may opt to provide up to one \$10 gift card per student per month, for course-related student expenses incurred by students attending classes online. *
6. Standardized patients arranged through the LKSC ILC, up to \$175 per half day (adjusted based on current rate through the ILC)
7. Stipends/Honoraria of up to \$500 per person, in cases where expertise cannot otherwise be drawn from current Stanford faculty, required expertise and support is beyond the scope of student worker categories, and the effort is substantial to the implementation of the course.
8. Gift cards, up to \$50 per person, for patient and community speakers/contributors *

*Please refer to the most updated School of Medicine and University policies related to the purchase and distribution of gift cards. Additional restrictions apply.

II. PCPH staff support

A. Use of TRS for salary support of division staff

1. Due to the variability of TRS income to the division year over year, TRS should not be the used to support salaries for permanent PCPH employees.
2. Exceptions may be made for large courses that have consistent, ongoing enrollment over 3 of years, with sufficient income and a plan to sustain the anticipated FTE.
3. Approval from the Vice Chief for Education and Division Manager is required well in advance of the anticipated need.