



THE RESEARCH FOUNDATION

*The State University of New York
University at Albany*

Date: October 28, 2008
To: Deans, Directors and Department Chairs
Principal Investigators and Project Staff
From: Sponsored Funds Financial Management
Re: Tuition Payment Requests

As some of you may know, Research Foundation policy requires that for reporting purposes, invoice information for tuition payments contained the individuals Social Security Number.

In efforts to protect the privacy and security concerns of individuals involved in Research Foundation business, and in light of recent legislation, we have brought this concern to the attention of Research Foundation Central Office for discussion, and have decided to discontinue the practice on this campus immediately.

In lieu of the individual's Social Security Number, we ask that you please utilize a student identification number. It is both helpful and necessary to have an identifier included to be certain that the tuition payment can be appropriately applied once received by the educational institution.

We ask that you also share this correspondence with your faculty, colleagues, and staff as appropriate.

Should you have any questions or concerns, please do not hesitate to contact the Grant Administrator assigned to your department.

Thank you in advance for your understanding and cooperation.