

SPONSORED PROJECTS STIPEND PROCESS

This procedure applies to eligible students/participants that receive stipend payment(s) on sponsored projects for training and educational purposes. The stipend payment cannot be used to pay an individual for work or services performed.

The Principal Investigator (PI) or Project Director (PD) determines if a student/participant meets the eligibility requirements to receive a stipend payment based on the terms and conditions of the sponsored project. It is the responsibility of the PI/PD to maintain documentation of eligibility.

The Business Coordinator (BC) assists the PI or PD in determining the eligibility requirements, completes the stipend payment request form, if necessary obtains any required signatures or additional documents and submits the information to OSRA for approval.

OSRA will review, approve the stipend form and route it for processing through one of the following departments:

1. Bursar/Financial Aid Offices
2. Payroll Office
3. Accounts Payable

Bursar/Financial Aid Offices

- In order to process the stipend payment through the Bursar and Financial Aid Offices, the student must be enrolled in the semester he/she is receiving the stipend.
- The department completes the following documents:
 - If the account charged is a new sponsored project, complete a Banner Code Set Up Request Form
 - Complete a Scholarship/Fellowship/Stipend Request Form for each sponsored project by semester listing the individuals receiving the stipend.
 - Name of student
 - Student ID number
 - Amount of stipend payment
 - Indicate if whether paid in installments or lump sum
- The department forwards the document to OSRA for approval.
- OSRA reviews/approves the document(s) and emails them to the Bursar and Financial Aid Offices for processing.

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Payroll Office

- If the student/participant receiving the stipend payment was employed by the University and paid during the current calendar year, the department must complete a Non-employee stipend form and obtain all the necessary signatures.
- The department forwards the document to OSRA for approval.
- OSRA reviews/approves the document(s) and emails it to the Payroll Office for processing.

Accounts Payable

- If the participant is not a student or employee (not currently enrolled in classes and not paid through payroll during the calendar year), process stipend payment through Accounts Payable.
- The department must ensure that either a W-9 or W8-BEN (depending on citizen status) has been processed and the participant has been assigned a vendor number in IslanderBuy.
- In IslanderBuy a document must be created to encumber the funds. If multiple payments will be made, the document must have a separate line item for each scheduled payment.
- The department completes an Accounts Payable Stipend Form and obtains the necessary signatures.
- If there are multiple payments going for the person; the department must also complete a Stipend Permit to Pay Form and receive the amount of the stipend payment for each payment when it is due.
- The department forwards the Accounts Payable Stipend Form and the Stipend Permit to Pay Form to OSRA for review and approval (for one time payment).
 - For multiple payments, only submit the Stipend Permit to Pay Form when the payment is due. (Five days before payment is due send to Accounts Payable.)
- OSRA will review and approve the document(s) and forward them to Accounts Payable for processing. Please allow several days for this process.