

INSTRUCTIONS FOR COMPLETING STIPEND APOINTMENT FORM

This form can only be used to pay students who are granted an award, tuition remission, and research funding. You can't use this form to pay student/s who will be performing services for the grant or in exchange of the award.

This form must be typed or legibly written in ink.

Section #1: Information about the Payee/Trainee:

Enter the trainee's (payee's) name, complete address and social security number.

Enter your project account # on the grant ID# line. **No payment will be processed without an account number.** Contact your Project Director for the project account number.

Section II: Statement of Trainee:

This section is self-explanatory, but needs to be completed thoroughly.

Section III: Statement of the Project Director:

Q1: Will the trainee be required to perform services for this financial report? If you answer **YES**, you cannot use this form. Contact ORSP (Office of Research and Sponsored Programs) for procedures in hiring student/s.

Q3: Are these services an academic requirement? If you answer **NO** to this question, you cannot use this form. Stipend appointments are always academic requirements.

Period of Award: This is the period of time the trainee/payee will receive payment/s.

Grant Total Stipend Award: Total financial support in dollars.

Amount of Each Payment: Enter the amount for each scheduled payment for the trainee/payee.

Project Director Name & Signature: **VERY IMPORTANT!** This document is not valid without the Project Director's name and signature.

Section IV: Payment Schedule:

You may indicate the months the trainee/payee would be paid. You have to submit separate stipend appointment forms for each semester. Academic Year appointments include: Fall Semester (September-January), Spring Semester (February-May), Summer (June-August). For prompt processing, we suggest that you schedule payments on the 15th or the last day (30th or 31st) of each month.

This form has to be routed to the Financial Aid Office, who will make an analysis of the student's eligibility and financial aid status before approving and submitting to the Accounts Payable for payment. To prevent unnecessary delay, you must submit this form to ORSP at least one month before the scheduled payment dates.