

Virginia State University

Stipend/Human Research Subject Payment Request Form

Date: _____ **BANNER\Index/Account FOAPAL** _____ **X1418**

Amount: _____ **Funding Source(Check One)**
 State Funds _____
 Federal Grant Funds _____
 Local University Funds _____

 (School, Department or Activity) Department Phone Number: _____

 P O Box Start Date: _____
 Grant Name:/MOU Agreement with: _____ End Date: _____

Purpose: _____

Copy of Grant page or Justification authorizing Stipend Attached? ☐ Yes
 BANNER fund/account Pool budget available ☐ Yes (X1400)
 Completed and signed W-9 Attached ☐ Yes
 Is the Payee a current VSU Employee: ☐ Yes ☐ No
 (Employees are not eligible for Stipend Payment)
 Is the Payee a current Student: ☐ Yes ☐ No
 (Stipend form is used only for students)

Student/Payee Name: _____ Student V Number/SSN _____

Mailing Address: _____

Requested By: _____ Date: _____
 Grant PI or Responsible Party

Approved By: _____ Date: _____
 School Dean or Vice President

Approved By: _____ Date: _____
 Office of Sponsored Program

Stipend: A one time or series of payments given to a **currently enrolled student** for participation in a University internship, apprenticeship, fellowship or grant program, as authorized in the documented related activity. A stipend is often distinct from a wage or salary because it does not necessarily represent payment for work performed, or for which services which cannot be measured in terms of a task. Stipend awards are usually lower than what would be expected as a permanent salary for similar work. This is because the stipend is complemented by other benefits such as accreditation, instruction, food and/or other types of accommodations.

Human Research Subject: An individual who has executed a written agreement to participate in an official University research program or project for compensation. Employees of the University who agree to be Human Research Subjects must be compensated through Payroll.