

Virginia State University

Stipend/Human Research Subject Payment Request Form

Date: _____ **BANNER\Index/Account FOAPAL** _____ -81418

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

 (School, Department or Activity)

Department Phone Number: _____

 P O Box

Grant/Funds

Start Date: _____

Grant Name:/MOU Agreement with: _____ End Date: _____

Purpose: _____

Copy of Grant page or Justification authorizing Stipend Attached? Yes Required

Completed and signed W-9 Attached Yes Required

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 **only** used for students)*

Student/Payee Name: _____ Student V Number/SSN _____
 Last 4 only

Period Services Rendered to

Note: Period must be the inclusive dates when services were done and needs to be paid.

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 an internship, apprenticeship, fellowship or grant program, as authorized in the 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 service 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. Employees of the University who agree Human Research Subjects are not entitled to stipend payments if they are not receiving academic credit for their participation and must be compensated via approved documentation thru the University's Human Resource Office.