

University of Vermont
Request for Payment for Research Experience
For recipients of faculty-led research

*Recipients of this stipend are intended to be undergraduate or high school students.
 Complete this form, attach to a completed Check Request form. If the funds are from a GCA01 sponsored project,
 please route both completed forms to Sponsored Projects Administration.*

Recipient Name: _____ Faculty Mentor _____

1) Who is funding the award (e.g. UVM, outside agency)?
 UVM
 Other Please specify: _____

2) What is the stated purpose of the program? Supporting documentation from the funding source must be provided.

3) What is the stated purpose of the stipend being awarded? Supporting documentation from the funding source must be provided.

4) Please describe the role of the host department, unit, or faculty member will play during the period of award?

Complete UVM Student Test section

UVM Student Test

5) What is the educational status of the recipient? Check one:
 Actively enrolled in a UVM class - **proceed to #6**
 Enrolled at another institution of higher education;
 Not enrolled in a degree program at UVM or elsewhere?
Proceed to #7 YES NO

6) Is course credit being awarded to the recipient?
 a. If answer is **YES**, payment must route through Student Financial Services
<http://www.uvm.edu/~stdfinsv/paymentstostudents/>
 b. If answer is **NO**: **proceed to #7.**

AND complete Employment Test section

Employment Test YES NO

7) Is the placement observational only?
 a. If answer to #7 is **YES**, pay individuals through Disbursement Center, with a Check Request Form. Use **account 61045** Research Ed Stipend on Check Request Form.
 b. If answer to #7 is **NO**, **proceed to #8.**

8) If the program is not purely observational, does UVM or the funding agency have the ability or right to control the topic and method of research being conducted by the recipient?

8a) Will the recipient be conducting work substantially similar to and / or replacing the work of a full time employee?

8b) Is there an expectation of future service to UVM or the funding agency on the part of the recipient?

If answer to any one among #8, #8a and #8b is **YES**, pay individual through Payroll Services, on a Temporary Staff Employee Form.

Attach this completed form to the Disbursement Center Check Request Form.

Departmental Approver: _____ Project Number: GCA01 _____
 Print Name: _____ SPA Review: _____
 Date: _____ Telephone: _____ Print Name: _____

NOTE: To the extent an award is found to constitute a scholarship or fellowship, **no W-2 or IRS Form 1099 will be issued by UVM** to the recipient. However, please note that the amount of a scholarship or fellowship stipend that exceeds the recipient's qualified tuition and related expenses, if any, is generally includable in gross income for federal income tax purposes. In the case of non-degree recipients, the entire amount of a scholarship or fellowship award is includable in gross income. **Recipients should be advised to consult their personal tax advisor.**