



**Stipend and other Payments to Students and Temporary Personnel on
Sponsored Projects # 2350.080**

INITIAL EFFECTIVE DATE: February 11, 2004	LAST REVISION DATE: March 31, 2021	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT Office of Research and Economic Development/ Post-Award
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POLICY STATEMENT

If the FIU student’s only obligation on a sponsored project is the pursuit of his/her academic endeavors (normally a training grant), the student’s compensation is deemed a “stipend.” If the FIU student is required to perform specific services on the sponsored project in order to receive compensation, the student’s payments are wages and thus, the student should be compensated for his/her work under the “temporary personnel” category of the budget. If the sponsor provides in the RFP or guidelines that payments to students are stipends (*i.e.*, that the temporary student is not required to work to receive the payment), then such payment must be listed on the budget as a stipend and not as temporary personnel wages.

SCOPE

N/A

REASON FOR POLICY

To clarify when a student’s payment is a “stipend” or a “temporary personnel” payment.

DEFINITIONS	
TERM	DEFINITIONS
N/A	N/A

ROLES AND RESPONSIBILITIES

N/A



RELATED RESOURCES

N/A

CONTACTS

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HISTORY

Initial Effective Date: February 11, 2004; Office of Sponsored Research Administration Faculty/Staff Guide for the Office of Sponsored Research Administration Faculty/Staff Guide for the Administration of Externally Funded Projects, INTERIM VERSION

Review Dates (*review performed, no updates*): N/A

Revision Dates (*updates made to document*): July 3, 2008, September 19, 2013 and April 22, 2020; March 31, 2021



**Stipend and other Payments to Students and Temporary Personnel on
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PROCEDURE STATEMENT

All disbursements pertaining to stipends, temporary personnel and tuition payments must flow through the PantherSoft approval system as follows:

For **Stipend** payments (i.e., the student is not required to work to receive payment), the PI or his/her designee must log onto PantherSoft and complete the external award page. No F&A is charged on stipend payments.

For **Temporary Personnel** payments (i.e., the student IS required to work to receive payment), the PI or his/her designee must complete a Personnel Action Form.

For **tuition** payments, the PI or his/her designee must log onto PantherSoft and complete the external award page.

As a general practice funds awarded/budgeted on sponsored agreements to support tuition costs will not be utilized for other categories of expense. This practice is to allow the University to maximize external support for tuition costs incurred by the University. Requests to re-budget funds awarded as tuition to other expense categories will require the approval of the Post Award Financial Manager, which may be given only when at least 85% of the tuition budget has been used and the Post-Award Financial Manager determines that the justification warrants the re-budgeting request. If the foregoing conditions are not met, Post-Award will forward the re-budgeting request to the Vice President for Research or his designee. In order for the Vice President for Research or his designee to consider the request, the PI must have the Budget Modification Form signed by the Dean or Center Director approving the re-budgeting request. If necessary, the Vice President for Research or his designee shall consult with the Dean of the Graduate School to determine if the request will be approved and the conditions, if any, upon which such approval shall be premised. If the transfer request is approved, the Vice President for Research or his designee shall also sign the memorandum and note any required conditions for the budget transfer, and the re-budgeting shall be processed by Post-Award. Post-Award will advise the PI of the outcome of the Vice President for Research’s review.