



UNIVERSITY OF NORTH FLORIDA
Office for Research and Sponsored Programs (ORSP)

TUITION/STIPEND PROCEDURES

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I. Overview

At the University of North Florida, there have been multiple interpretations of the terminology “Participant Support” on *sponsored projects*. The definitions below provide clarity and consistency on the groups across campus that can be categorized beyond the non-specific term of “participant”.

Each of the described groups can be involved in sponsored projects at UNF and the information below is intended to provide guidance to the broader research community on the usage of Banner Account Codes in allocated charges related to each group defined above, often referred to in the generic term “Participant Support.” Please note that this guidance specifically focuses on the use of account code on sponsored activities, grants and contracts, at UNF and not charges on general, gift, or other non-sponsored funds.

II. Definitions

UNF scholars engaged in sponsored training and education: This group of individuals is taking part in educational and training activities that are the primary goal of a certain set of sponsored projects, such as sponsored scholarships, fellowships, training grants, etc. The primary objective of this group on the sponsored project is to be trained and educated at the UNF, often on NIH or NSF Training Grants, Fellowships and other education-oriented sponsored awards. Individuals in this category are not acting as employees of UNF and not rendering personal services. This group can include undergraduate and graduate students.

UNF students engaged in sponsored project research: These individuals are being educated at the UNF and are also employed by the UNF to work on sponsored projects that have a primary goal or objective outside of teaching or training, such as a scientific or technical objective. These individuals are rendering services or providing personal services to advance the progress of the project and are being compensated for this service. This group can include undergraduate and graduate students.

UNF affiliated individuals attending conferences and workshops, per diem or travel allowances: These individuals are UNF students, employees or affiliates and are attending a conference, workshop or other educational forum conducted by either an UNF entity or an external entity.

Human subjects and research participants: These individuals are contributing to a sponsored project effort either by contributing time (taking surveys, giving interviews). Compensation can be either monetary, through token gifts or expense reimbursement (bus fare, parking fees).

III. Who is Affected by This Procedure

This procedure applies to all new sponsored projects and programs as of January 1, 2012. It should be understood by Principal Investigators (PIs), Department Managers and Staff, Department Chairs, Deans, and the Office of Research and Sponsored Programs (ORSP).

IV. Procedures

- 1) For UNF scholars, account code 761000 should be used for this group. These individuals are not considered employees of UNF. However, they may be receiving compensation through stipends to cover cost of living and other expense or tuition. In general, non-salary payments to the individuals in this category should be posted to the appropriate Account Code in the Financial Aid, 761000.
 - a. PI will complete ORSP Tuition/Stipend form and submit to ORSP for processing.
 - b. ORSP will send an email to Financial Aid and Financial Systems requesting a detail code be created.
 - c. Financial Systems assigns a detail code which starts with 4XXX.
 - d. ORSP will identify the detail code on the Tuition/Stipend form.
 - e. Director of Contracts and Grants Accounting will sign the form and submit it to Financial Aid for processing.
 - f. Financial Aid will apply the tuition/stipend payment to scholar's account. This payment will show as aid disbursed on the student's *myWings* portal.
- 2) For UNF students, account code 771XXX should be used for this group. These individuals are considered temporary employees of the university or Other Personnel Services (OPS) employees.
- 3) For UNF affiliated individuals attending conferences and workshops, per diem or travel allowances are provided. These individuals are not considered employees of the University. Account codes for travel include 772XXX.
- 4) For UNF human subjects and research participants, account code 771025 should be used for this group. These individuals are not considered employees of the University.

**Office of Research and Sponsored Programs
Tuition and Stipend Processing Form**

Financial Aid Use Only

DETC:

Term/Year: _____ Grant Index #: _____

Project Director _____ Email: _____ Extension: _____

	Student ID (N Number)	Student Name	Credit Hours	Tuition Amount Authorized	Lab Fees Authorized Y/N	Book Amount Authorized	Total Award Amount	
1	N							
2	N							
3	N							
4	N							
5	N							
6	N							
7	N							
8	N							
9	N							
10	N							
11	N							
12	N							
13	N							
14	N							
15	N							
16	N							
17	N							
18	N							
19	N							
20	N							
21	N							
22	N							
23	N							
24	N							
25	N							
Notes:				TOTALS	\$		\$	\$
