



RESEARCH PARTICIPANT PAYMENTS

Departmental Procedures

Effective Fall 2009

Research participant payments are reserved for participants in various programs at Florida State University whose participation in research, camps and other activities are compiled and reported as part of the research results. Recipients can be students or non-students of the University who are residents of the United States; non-U.S. residents must be processed through Payroll as described in steps below. Payments are initiated by departments and go through several approvals before payment can be initiated.

Research Participants payments differ from Academic, non-duty stipends in that academic stipends recipients are students or post doctoral candidates and their research involvement are by definition non-duty, meaning no services are required to be performed by the recipients. **Research participants generally perform a task in order to receive payment, such as completing a survey, answering questions, providing feedback or other tasks as may be required to receive compensation or incentive payments to encourage participation.** Annual payments to research participants may be reported on an IRS 1099-MISC form while academic stipend payments are not reported. Additionally, research participant payments are eligible for indirect cost calculations.

Note: The use of E&G funds for Research Participants is restrictive and the department must have legislative authority to use E&G for this purpose.

Contact people in relation to this process:

SRAS:	The accountant assigned to your department.
Income Tax:	Mike Ballow, 644-9464, mballow@admin.fsu.edu
Accounts Payable:	Raynell King, 644-5022, rking@admin.fsu.edu Sheila Washington, 645-7180, swashington@admin.fsu.edu
UBA Central Office:	Tara Kazmirski, 645-7106, tkazmirski@admin.fsu.edu

Award Checklist:

1. Determine if recipient is a non-resident alien (NRA). If so, send [Research Participant Request Form](#) to Payroll. NRAs do not have to be in the OMNI vendor file.
2. Determine if recipient is in OMNI vendor file. If not, complete a [Vendor Profile](#) form and forward to Payables & Disbursements with the [Research Participant Request Form](#) in step 4.



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3. Advise recipient of using EFT as a payment method. Ask them to complete a [Direct Deposit Authorization](#) if interested.
4. Complete a [Research Participant Request Form](#) with all relevant information and signatures.
5. Forward to Sponsored Research Accounting Services. SRAS will audit research payment request against contract/ grant.
6. After approval, SRAS transfers forms to Payables and Disbursements in UCA 5607.
7. [Research Participant Request Form](#) are distributed daily by Payables and Disbursements to the AP processor or appropriate UBA box.
8. Payables and Disbursements or appropriate UBA will prioritize and process [Research Participant Request Form](#) based on date the payment is required, as indicated on the form.
9. Check payment is issued Monday, Wednesday and Friday; EFTs are processed daily and deposited into recipient accounts two days later.