

# July/August 2016

SPONSORED PROGRAMS ADMINISTRATION



## UNIVERSITY RELEASE TIME FORMS DUE FOR FALL

Friday, **September 9**, 2016 is the deadline for all Assigned/Reimbursed Time forms to be submitted to the Office of Institutional Research. If your UEI account is budgeted to reimburse the University for a portion of your fall semester time, please contact your Department Coordinator to ensure a form is completed.

The most up-to-date form is available on the Academic Affairs website at <http://www.csus.edu/acaf/forms.html>. The form was updated on **08/10/16**. Forms will be returned if they are handwritten, missing information, handwritten, or on an old form. The form is designed to provide instructions and warnings when completed electronically.

Due to recent faculty salary increases, please contact your [UEI account administrator](#) to ensure your account budget has sufficient funding for salary reimbursement. Budgets were developed prior to salary increases and may require sponsor approval to reallocate funds from another cost category or obtain additional funding.

## PARTICIPANT STIPENDS

Grants or contracts providing compensation for participants in the form of “stipends” must be reviewed to determine if the participants should be classified as employees. A major determination factor is whether the participant is *providing a service* that will benefit the sponsor. If the funder will benefit from the work provided by a participant, the participant is likely an employee and will need to be paid through a payroll/time reporting process. However, if the sponsor provides funding to further the research efforts of a Principal Investigator and his/her students, plus the sponsor will not directly benefit from the research, then the participants might be eligible to receive a stipend.

There are two types of stipends – non-service and service. Non-service stipends for Sacramento State students are reported to the Financial Aid office before issuance. Upon Financial Aid approval, UEI will release checks to participants. UEI provides a non-service stipend notification letter to the educational institutions for other student participants. There are rare times when participant compensation is considered a service stipend; contact your account administrator for further discussion.

Each participant program is different and is assessed on a case-by-case basis at the grant/contract proposal and award stages. Please seek clarification before promising a stipend to someone as it may need to be paid through the payroll process.

## REVISED FORMS POSTED – discontinue use of prior forms

The following forms have been revised and are effective immediately:

[CHECK REQUEST](#)  
[CASH TRANSMITTAL](#)  
[CREDIT CARD TRANSMITTAL](#)