



FLORIDA ATLANTIC UNIVERSITY

**EDUCATIONAL STIPEND
PAYMENT REQUEST**

Payee's Full Name	Department Name
<input type="text"/>	<input type="text"/>

Payee's Z Number	Street Address	City	State	Zip Code
Z	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Account Code:

- 132971 Educational Stipend – Federal Grants #μ-3 ±. & 332 μ · -/ μ±.¶
- 132975 Educational Stipend – Non Federal Grants Other _____
- 133500 Educational Stipend – All Other Funds (Non Grants)

Index	Description	Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
TOTAL		<input type="text"/>

*Please attach supporting documentation and a copy, if applicable, of the stipend contract.

I hereby certify that I have reviewed the attached grid and that the payment being requested is not for compensation for services.

Preparer's Signature	Authorized Signature
<input type="text"/>	<input type="text"/>
Title	Title
<input type="text"/>	<input type="text"/>
Date	Date
<input type="text"/>	<input type="text"/>
Extension	Extension
<input type="text"/>	<input type="text"/>

Controller's Office use only

Z Number	Reviewed by	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

STIPEND REQUEST GRID

Generally, if the primary purpose of the financial support is to further the education and training of the recipient in his or her individual capacity, it is a scholarship or fellowship grant. If, however, the purpose of the financial support provided is to primarily benefit the University (or other grantor), it is compensation for services. To assist in making this determination, departments should review the criteria listed in the chart below and answer all the questions to determine the appropriate classification of the financial support.

(An "X" indicates classification for a "Yes" response.)	Scholarship/ Fellowship Grant	Compensation
How closely is the job controlled?		
1. Does the University tell the recipient where, when (e.g., planned time schedules), and how to work?		X
2. Does the University have the right to exercise control or supervision over the sequence of work performed?		X
3. Is the recipient only required to submit progress reports?	X	
Who determines the activities to be performed by the recipient?		
4. Does the recipient determine activities (e.g., choosing own subject to research) based on the terms of the scholarship or fellowship grant? (A faculty advisor may assist the recipient.)	X	
5. Does the University determine activities based on its needs (e.g., completing work on a University research grant or teaching a class?)		X
Will benefits be obtained by the University or other grantor?		
6. Will the University benefit from any activities (e.g., teaching, research)?		X
7. Will the University or other grantor benefit from the results of the activities (e.g., will the University or other grantor have the right to use the research results or own patents or copyrights)?		X
8. Would an employee have to perform any of the activities of the recipient if the financial support had not been awarded?		X
9. Is the financial support made in consideration of past services or are future services to the University or other entity required?		X
Selection for scholarship/fellowship grant:		
10. Was the recipient selected on the basis of experience?		X
11. Was the recipient selected primarily to further education or training?	X	
12. Is the amount of the financial support based upon compensation of employees performing similar activities?		X
Statutory exceptions:		
13. Is this an award received for teaching, research, or other services under the <i>National Health Service Corps Scholarship Program</i> or the <i>F. Edward Hebert Armed Forces Health Professionals Scholarship and Financial Assistance Program</i> ?	X	
IRS private ruling exception:		
14. Is this an award received for teaching, research, or other services under the National Research Service Act sponsored by the NIH?	X	