

## Participant Support Cost Form for Sponsored Projects

Payments for Participants on sponsored projects are processed using the Supplier Invoice. Stipend payment vouchers must be routed to Finance Delivery via Service Now.

Payee Name (Last, First MI)					Principal Investigator Name				
Payee ID #			Phone #		Address where Check can be Mailed:				
Worktag(s) to be used:					Grant Beginning Date		Grant End Date		
GRANT	GIFT	PROGRAM	DEPT DETAIL	PROJECT					
Payee Classification Non-ISU Employee                      ISU Student					Type of Activity (as described in the statement of work)				
ISU Student Classification Undergraduate                      Graduate Student MS Graduate Student PHD              Graduate Student Masters of Fine Arts					Participant Activity Begin Date		Participant Activity End Date		
ISU Student Classification U.S. Citizen                              Non-resident Alien Permanent Resident                      Visa Type: _____ (required for non-resident alien) Country of Residence: _____									
							<b>Amount</b>		
SC10122- Support Cost Stipends - Stipend payment to a non-employee of ISU (including a non-employee student) who is a participant in a training program. This is not considered a payment for services.									
I am receiving other financial aid.    N    Y <i>If yes, discuss the stipend payment with Financial Aid Office. Stipend payments may affect financial aid.</i>									
I understand and agree: (1) I am solely responsible for payment of any taxes due for any educational reimbursements found to be taxable; (2) Iowa State University's tax withholding policy and any decision by the University to withhold or not withhold taxes from educational reimbursements does not constitute tax advice and I should contact the Internal Revenue Service or my personal tax adviser for advice when determining how the tax laws apply to my situation; and (3) to hold the University harmless from any claim associated with the University's withholding of payroll taxes.									
Participant Signature								Date	
I certify that sponsored project award being used for Participant Support Cost was budgeted and the cost is allowable per the sponsor's guidelines. Funds for this cost will not be re-budgeted into other categories except with the prior written approval of the sponsor. The Participant cost are for stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees in connection with conferences or training projects. This is not considered a payment for services.									
Supervisor/Principal Investigator Signature								Date	
Cost Center Manager Signature								Date	