OFFICE of CONTRACTS and GRANTS DIVISION OF RESEARCH

Participant Cost Form for Sponsored Projects Payment Form

Payments for Participants on sponsored projects are done via regular Vouchers. When a stipend payment is issued to a UH Student (that cannot be employed or on payroll at the time of the payment), vouchers must be routed to Student Business Services via workflow.

Payee Name (Last, First MI)						Principal Investigator Name			
Payee ID # Phone #						Address where Check can be Mailed:			
Cost Center and Chart field to be charged: BUSINESS UNIT FUND DEPT PROGRAM				I PROJECT		Grant Beginning Date (Grant End Date	
Payee Classification Non-UH Employee UH Student						Type of Activity (as described in the statement of work)			
UH Student Classification						Participant Activity Begin Date Participant Activity			t Activity End Date
UndergraduateGraduate Student MSGraduate Student PHDGraduate Student Masters of Fine Arts									
UH Student Classification Non-resident Alien									
U.S. Citizen Visa Type:(required for non-resident alien) Permanent Resident Country of Residence:									
Permanent Resident Country of Residence:									
Type of Participant Cost payment and Account C									
54825 - Non-UH Employee Participant Stipends - Stipend payment to a non-employee of UH System (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									
If yes, discuss the stipend payment with Financial Aid Office. Stipend payments may affect financial aid.									
I understand that I am solely responsible for payment of taxes as a result of any reimbursement for education that may be found to be taxable. I understand also that the University of Houston's tax withholding policy and any decision to withhold or not withhold taxes from educational reimbursements to me do not constitute tax advice and I agree to hold the University of Houston harmless from any claim associated with the University's withholding of payroll taxes.									
Participant Signature								Date	
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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	
Department Bus	siness Manager	Signature						Date	