

 	<p>Center for Research Compliance and Development (CRECED) STIPENDS PROCEDURES</p>	
<p><b>PROCESS:</b> Stipends Procedures</p>		
<p><b>POLICY REFERENCE:</b> Bursars Office and Federal Agencies Guidance</p>		
<p><b>PURPOSE:</b> Establish the procedures for payment a small non-compensatory stipend and possibly reimbursement for training and educational purpose to promote research in the Medical Sciences Campus.</p>		
<p><b>ISSUE DATE:</b> January 2017</p>	<p><b>LAST AMENDED DATE:</b></p>	<p><b>EFFECTIVE DATE:</b> 1/10/17</p>
<p><b>RELATED FORMS:</b> </p>		
<p><b>DIRECTOR APPROVAL:</b></p>		<p><b>APPROVAL DATE:</b> 1/10/17</p>

**INTRODUCTION:**

The Center for Research Compliance and Development (CRECED) has the commitment to promote a research culture by partnering with other programs/units to enhance research education across all MSC schools and aligning efforts to promote research. Also, the centers make sure that all the payments processed in the research proposal are according with the regulation established the institution.

**PURPOSE:**

Establish a standard procedure for payment the stipends used for short term training, workshop, conference, seminar, symposia and educational purposes related to a research proposal in the Medical Sciences Campus.

**DEFINITIONS:**

- **Participant support costs:** (as defined in 2 CFR 200.75) are those direct costs paid to (or on behalf of) participants or trainees (not employees) for participation in meetings, conferences, symposia, and workshops or other training projects, when there is a category for participant support costs in the award. Example of these costs are registration fees, travel allowances, and stipends.

- **Participant:** a non-employee who is the recipient, not the provider, of a service or training associated with a conference, symposium, seminar or other activity. The Participants are active undergraduate or graduate students in the University of Puerto Rico.

**PROCEDURE:**

1. The Principal Investigator chooses the participants according to their application to the program criteria (e.g.: grades, year of studies, previous research experience, research interests, willingness to travel, etc.)
2. The Principal Investigator notifies the Grant Administrator who the selected participants are.
3. The Grant Administrator requests the following documents from the students: To fill out a Personal Data Form, Registration form copy, Social Security Card and Student ID.
4. The Grant Administrator fills out PHS 2271 Statement of Appointment Form and requests to create the participant as a vendor in the Oracle System.
5. The Administrator writes a letter with the name, student number, supplier number and period for which the stipend is granted, certifying that the participant continues to be enrolled in the UPR.
6. The Grant Coordinator/Administrator fills out a Disbursement Document.
7. The Grant Coordinator/Administrator compiles the letter and the disbursement document, gets the signatures and delivers the document to CRECED for final revision and payment approval.
8. The Grant Coordinator/Administrator files participant attendance and all necessary documentation.
9. If the Participant resigns to the program, the Principal Investigator will inform the Coordinator/Administrator whom will in turn amend the Statement of Appointment, adding a justification letter, and sending both documents to CRECED. A copy will be kept in the student's file.
10. If there are sufficient funds in the grants, the Investigator may decide to give a tuition exemption to the student.

**The Pre- Intervention division of CRECED:**

1. Verifies that the document is correct, and that it has the required signatures and documents.
2. Verifies in the system: the period that includes the payment to make sure that it has not been duplicated.
3. The supervisor signs the voucher document.
4. Once the documents are reviewed and signed, the accountant registers it in the system and the voucher and supporting documents are sent to the Bursar Office.
5. The accountant verifies that the Bursar's Office checks report was processed with the correct information.
6. The accountant hands out the vouchers to the Bursar Office giving the go ahead for handing out the checks.