

Florida State University

Non Duty vs. Research Participant Payments

(last updated August 20, 2015)

FSU obtains grants to provide scholarships, fellowships, and tuition to students and Post Doctoral Associates. FSU also receives grants that require participation from certain groups of individuals. These two distinct types of expenditures need to be classified and accounted for to ensure that agency and tax law requirements are considered.

The following guidance shall be applied by department, SRA-Pre Award and SRA-Post Award staff to appropriately classify these types of expenditures.

Non-duty Payments

A non-duty payment is used only for providing fellowships, scholarships and tuition (in lieu of providing waivers) for individuals enrolled at FSU OR individuals that are Post Doctoral Associates.

- Pre-award/proposal stage: these should be classified as stipends in the sponsor's budget and are excluded in the MD base and included in the TD base for F&A calculation purposes.
- Post-award payments and accounting: payments should be made using the [Non-Duty Stipend Payment Form](#) (Controller's Form No. PA-5) with account code: 742201 for students and 742225 for post docs. **All Non-Duty Stipend requests must be approved by SRA-Post Award.**
- IRS 1099 form: Not required.
- Foreign individuals: Payments must be handled through payroll as one time pay for proper tax reporting purposes. Payments for foreign individuals for non-duty activities are charged to expense code 742240. These types of individuals are not considered employees and receive no benefits.

Other Research Stipends/Incentives

The term stipend is often used among faculty and researchers to incentivize individuals to participate on research projects as subjects or in other forms such as collaborators. Whether the research participant is involved as a subject on a study, trainee in a workshop (short or long), parent of a subject, or a collaborator to facilitate a study (e.g. Teacher in a classroom with the students as subjects) the payment is considered an incentive to participate in the study or project.

Florida State University

Non Duty vs. Research Participant Payments

(last updated August 20, 2015)

- Pre-award/proposal stage: These should be classified as incentives and will be budgeted under "Other Direct Costs" on the sponsor's budget OR as required by the sponsor agency. The budget justification should provide a clear breakdown and description. These costs should be included the base for F&A calculation purposes unless exclusion is required by the sponsor. Additionally, any participant payments must be disclosed in the Human Subjects protocol and approved by the Human Subjects Committee.
- Post-award payments and accounting: Payments should be made using the [Research Participant Request Form](#) (Controller's Form No. PA-7) with account code 740355 (included in F&A Base) or 741954 (excluded from F&A base). **All Research Participant requests must be approved by SRA-Post.** When SRA-Post receives these requests, they will be ensuring that there has been Human Subjects approval. **The PI is responsible for ensuring that the participants and payment amounts are consistent with the protocol approved.**
- IRS 1099 form: Required and will be issued by the Controller's office based on information from OMNI.
- Foreign individuals: Payments must be handled through payroll as one time pay for proper tax reporting purposes. Payments for foreign individuals for research participant activities are charged to expense code 740273. These types of individuals are not considered employees and receive no benefits.
- Cash/Gift Card Participant Payments: If cash (including gift card) payments will be the incentive payment instrument, then the [Revolving Fund Request](#) (Controller's Form No. FA252) shall be completed.