

**Office of Sponsored Projects
Participant Cost for Sponsored Projects Payment Form**

*This form is for Participant costs only and should not be used as a substitute for hiring a worker, paying hourly wages, salaries or other compensation or other payment for work performed. **Participant costs are for stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees in connection with training projects, only.***

Grant Information

Principal Investigator Name:		FOAP Information:	
Prime Sponsor: <i>(Not Pass Through Agencies)</i>	Federal	Fund#	
	Non-Federal	Organization #	180106
Grant Beginning Date:		Account Code#	744700
Grant End Date:		Program #	

Payment Information

Payee Name:		Cost Payment Amount:	
Payee Classification	Non-HPU	HPU	
Type of Activity (activity description)			
Participant Activity Beginning Date:		Participant Activity End Date:	
Payment Frequency:	Monthly One time payment	Quarterly Other: _____	Annually (Please specify)

I certify that the sponsored project award being used for Participant Support cost was budgeted and the cost is allowable per the sponsor's guidelines. 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 training projects. Payments are considered awards and not payments for services to individuals nor are they scholarship payments. The participants are awarded upon completion of the project (unless the project award requires otherwise) and not part of a class project or curriculum.

Principal Investigator (Print Name)	Signature	Dean's Approval (Print Name)	Signature
Date: _____	_____	Date: _____	_____

Note 1: Principal Investigator certifies the request and seeks the Dean's approval and then send to OSP for approval

OSP's Approval (Print Name)	Signature	Provost's Approval (Print Name)	Signature
Date: _____	_____	Date: _____	_____

(Note: If the amount is over \$5,000)

Payee Information

U.S. Citizen	For US Citizen and Permanent Resident, need to submit w-9 form	Non-resident Alien	For non-US Citizen or non-Permanent Resident, need to submit w-8 BEN form
Permanent Resident		Country of Resident: _____	

*Note 2: For HPU students, Are you receiving other financial aid: Yes No
If Yes, discuss the stipend payment with the Financial Aid Office. Stipend payments may affect your financial aid.*

Note 3: A 1099 IRS Form will be sent to the payee's address on record, showing the amount the payee received from HPU. The payee should receive this form no later than 10 business after January 31. If you, as the payee, haven't received the 1099, please contact the Principle Investigator of this activity and a copy will be sent you. Please inform HPU of any address change or change in personal information at apfinance@hpu.edu, as soon as possible.

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 HPU'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 HPU harmless from any claim associated with the University's withholding of payroll taxes.

Participant (Print Name)	Signature	Date
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