



Policy Name	Stipends
Policy Number	12000.014
Effective Date	January 5, 2016
Administrative Division	Division of Research and Federal Relations
Unit	Grants & Contracts

## 1.0 Policy Statement

Stipend payments to support training are only issued when explicitly identified in the proposal and approved budget of an award notice. Stipend costs are classified as Participant Support Costs and are exempt from indirect cost recovery.

## 2.0 Purpose

This policy is based upon the requirements and policies outlined in the National Science Foundation's policy and procedures guide to ensure compliance with sponsor regulations.

## 3.0 Definition

3.1 Participant - A participant is an individual who receives a service or training opportunity from a workshop, conference, seminar, symposium or other short-term instructional or information sharing activity funded by a sponsored award. A participant may be a Jackson State University student, a student or faculty from another institution, a private sector company representative, a K-12 teacher, or a state or local government agency employee.

3.2 Participant Support Costs - Participant support costs are direct costs for items such as stipends or subsistence and travel allowances, registration fees for participants or trainees, participant allowance, supplies, per diem, travel expenses, and/or registration fees paid to or on behalf of a participant in connection with a meeting, workshop, conference, symposium or training project conducted under the award.

3.3 Stipend – Direct payments issued to a participant under a fellowship or training grant in accordance with pre-established levels of funding to defray educational expenses during the period of training. A stipend is not considered compensation for the services expected of an employee.

## 4.0 Additional Information

4.1 The recipient of a stipend is classified as a participant or trainee, not an employee.

4.2 The awarding department or Principal Investigator is responsible for ensuring that participants meet and fulfill all the eligibility requirements for receiving a University stipend award.

4.3 Terms and conditions must be communicated to the recipient and outlined in the award letter signed by the recipient and the Principal Investigator.

- 4.4 Stipend awards may be adjusted or suspended if the student fails to fulfill the terms and conditions outlined in the project.
- 4.5 Stipend payments issued to students are not considered wages and will not be processed as a payroll transaction.
- 4.6 Training provided to the student should benefit the participant and fulfill the terms and conditions defined in the proposal and final award.

#### 5.0 Employee Adherence

Employees are required to adhere to these guidelines. Willful disregard of this policy shall be considered non-compliance and may result in a formal reprimand up to and including termination. The information stated in this policy pertains and applies to applicable employees, departments and funding sources of the University.

Certification of Policy Approval

This policy is hereby approved as the University official policy on the subject of Stipends and should be used as the appropriate source for guidance and adherence of this subject. All previous policies on this subject are rescinded.

Scott A. Moore  
Department Head

4/18/2016  
Date

[Signature]  
Legal Counsel

4/18/16  
Date

Carolyn M. Meyers  
President

04.28.16  
Date