TEXAS★STATE UNIVERSITY®
The rising STAR of Texas

GRANT PARTICIPANT/SUBSISTENCE e-NPO PAYMENT REQUEST

Instructions – (Please print or type)   This form is for one payment to one participant.

a.   This form is used to request grant stipend payment to one **participant** paid via **check** or **direct deposit using the e-NPO process in SAP.** This includes payment to a Human Research Subject only if paid using one of these two methods. **Additional approval is required for Human Subject payments and the IRB# and approval date must be provided.** For cash payments to Human Subjects, you must follow the UPPS 02.02.06 Research Cash Advance process.

b.   Payment to a participant may be tax reportable. Any taxes due are the responsibility of the participant.

c.   Payments to assist with educational costs paid to Texas State students must be paid using **Financial Aid forms.**

d.   **Do not use this form to pay an employee for performing services to assist with the grant project.**

e.   Subsistence for costs such as flat fees for travel, required participant supplies and registration fees may be included on this form.

f.   The type of payment must be indicated in Section 2. Describe the payment purpose on the line provided.

g.   Only one grant participant may be paid on this form and the payee must be set up with a vendor number. If payment is to an employee, vendor number must start with "5". Do not submit a PCR for employee grant participant payments.

h.   Payment will be made as indicated on the vendor record. If pick up is required, indicate that on the e-NPO document.

i.   If payment is for a Human Subject, obtain the approval per Section 5 below before you create the e-NPO.

j.   Enter the e-NPO payment request in SAP using T-Code **ZNONPOFORM** and attach this form to the SAP document for support. The e-NPO document will route for approval using the SAP workflow. Allow 7 business days for processing.

* *

SECTION 1 – Financial Aid / Scholarship Determination
Visit the Awarding University Funds to Students web page for more information.

Please complete this section to determine if this form is appropriate for the processing of the relevant funds.

1.   Are the recipients enrolled at Texas State during the semester(s) for which the funds are intended?

> Yes - Proceed to question 2.
> No - Skip question 2 and complete this form.

2.   What is the purpose of this payment request?

> To pay for employee services - Complete a Personnel Change Request (PCR) form.
>
> To pay for non-employee services to a grant participant - **This form is appropriate for your use.**
>
> To pay for student expenses related to attending an academic or professional conference as a grant participant - **This form is appropriate for your use.**
>
> To assist with educational costs (e.g. tuition, fees, room, board, books, research, etc.) or if the award is contingent upon the student's enrollment at Texas State University (i.e. student would be ineligible for the prize or award if not currently enrolled) - Enter the award into BOSS or, if the scholarship is not established in BOSS, the Scholarship Recipient List. - **Do not proceed. Submit request to Financial Aid & Scholarships.**
>
> *Should you have any questions on determining the appropriate method, please email scholarships@txstate.edu.*

SECTION 2 – Type of Payment (First two may be tax reportable. Department should inform payee.)

Payment is requested for the grant participant listed in Section 3 for the following item(s):

Participant (Describe)_____   GL# 767901

   Is the vendor an employee? Y   N   If yes, describe clearly what he/she did on the project.

Subsistence (Describe)_____   GL# 767902

Non-Reportable (Human Subject)_____   GL# 767903

SECTION 3 – Payment

Vendor # _____   Name _____
Amount _____   Fund _____   Internal Order _____

SECTION 4 – Mailing Exception must be indicated on the e-NPO document or payment will be sent as defined on the vendor record.

SECTION 5 – Approvals will be obtained through the SAP e-NPO workflow with the exception of those requiring approval for payments to Human Subject. Obtain the approval below and attach this form to the e-NPO document for payment documentation.

If payment is for a Human Subject: IRB# _____ Date Approved:_____

Assist VP of Research and Fed Relations:_____ Date: _____