

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 **ZNOPOFORM** 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

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 If no, skip question 2 and complete this form.
- 2. What is the purpose of this payment?
 To pay for participation as required for the project – **This form is appropriate for your use.**
 To assist with educational costs (e.g., tuition, fees, room, board, books, research, etc.) – **This form is not appropriate for your use.** Please use the Departmental Transmittal Form at <http://www.finaid.txstate.edu/forms/ST.pdf> and/or Scholarship Recipient List at www.finaid.txstate.edu/forms/SRL.pdf. Submit completed forms for payment to Financial Aid and Scholarships at 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: _____