

## **Non-Employee Student Stipend Request Form**

1. Name of student that would be brought on and paid through the stipend?
2. How much would the stipend be? Please provide the **total** amount.
3. Please provide the source of funding - include Fund # and the name of the Faculty approver for the fund.  
Please attest that the stipend request is not using funds from an NIH Research Grant.
4. How will the stipend be paid out \* (i.e. - \$100 per month or bi-monthly basis)?

*A stipend is a fixed or regular periodic payment intended to supplement the cost to an individual of his or her participation in activities that further Mass General Brigham mission and, as a consequence of the individual's participation, contribute to his or her professional development. In approving a Stipend, Accounts Payable staff will expect the activities associated with the payment(s) to have clearly defined start and end dates and that the payment(s) shall be contingent on fulfilling a time commitment rather than completing an assignment. The payment should not represent fair value of the payees' time. Instead, it should amount to an allowance to encourage the payee to commit his/her time to the activities. It is not intended to serve as a wage or salary because it isn't performance-based or hours-based.*

*Please note, all stipend requests for the upcoming month are requested 2 weeks prior to the start/first of the month (Ex: February stipends are requested on/around January 20<sup>th</sup>, etc). This allows for the 7-10 business day processing by Accounts Payable, so that the non-employees receive their payments on time. Because we are such a large community, I process active stipends requests for all non-employees at one time, on the same schedule-cycle.*

5. Is the person coming from a specific program? If so, please describe.
6. How long will the non-employee be at MGH for? Please input estimated start & end dates.
7. Are these individuals on site full time during this duration?
8. Please provide a brief description of what this person's responsibilities/activities will be while on site:

PI or Designee Signature:

Date: