Participant Agreement and Payment Request Form

**INSTRUCTIONS**

The Participant Agreement and Payment Request Form is used to communicate general information and specific eligibility requirements to participants receiving a stipend allowance payment and any other type of financial support through a sponsored program. The form communicates and documents the participant's understanding and agreement with the program requirements and all other terms and conditions applicable to their participation. The form is also used to process participant stipend payments. One form is completed for each participant per semester by the principal investigator or department administrator. The participant and the principal investigator each sign the form. Once signed, forms citing a sponsored project are forwarded to the ORA representative for review. Please note: [Direct](http://inside.mines.edu/UserFiles/File/finance/controller/CSM_Docs/Direct%20Deposit%20Enrollment%20Form.pdf) [Deposit](https://www.mines.edu/controllers-office/payroll/) forms should be submitted for all new participants.

If you require any assistance with the Participant Agreement and Payment Request Form, please contact your ORA Administrator. For ORA departmental contacts, please refer to the [Office of Research Administration website](http://inside.mines.edu/ORA-Home).

Below are the instructions for processing participant payments:

1. Select the appropriate worksheet:
	* [Participant Agreement and Payment Request Form](https://www.mines.edu/controllers-office/forms2/)
	* [Participant Agreement and Payment Request Form (non-Mines Student)](https://www.mines.edu/controllers-office/forms2/)
2. Demographic Information - Complete all demographic information including:
	* Participant Name and Email Address
	* Student CWID; Attach a completed [W-9 Form](http://www.irs.gov/pub/irs-pdf/fw9.pdf) to request payments for non-Mines students
	* Name of Program
	* Semester
	* Citizenship: Federally-funded Research Experience for Undergraduates (REU) and other like programs may require the participant to be a citizen or permanent resident of the United States or one of its possessions. The person responsible for completing the form (the principal investigator or department administrator) checks this box after verifying the participant meets this program requirement.
3. Program specific requirements - List the programmatic requirements the participant must meet to receive support payments. The participant should carefully review the program requirements listed and check all the boxes to confirm his/her understanding and agreement, for example: punctual attendance at scheduled laboratories and active participation in field camp activities.
	* Participant attendance at planned activities is required to be documented to provide sufficient information about the event, such as the date and time of the event, the event agenda, the number of participants in the attendance, and any other relevant information.
	* Principal Investigators (PIs) or other Mines personnel can prepare and use sign-in sheets at trainings/seminars, meetings, etc., for which participants will be paid from participant stipend funds. These sign-in sheets will be kept with the PI’s grant records as backup for charges related to the event. The sign-in sheet should show the date of the event, the typed name of each participant, and the purpose of the event. Each participant should sign or initial next to his or her typed name. The event organizer could also place a check mark next to the name of each attendee.
	* In lieu of an attendance sheet, a group photograph of event attendees with a list of each person’s name can be substituted.
	* Use a second form if additional requirements need to be listed.
4. Additional Terms and Conditions - The form contains important information about the support payments that is imperative for the participants to understand. You may add additional information or program participation requirements, as needed. The participant should carefully review the additional terms and conditions listed on the form and check all the boxes required to confirm his/her understanding and agreement.
5. Current Mines Student Requirements – If the participant is a current student at Mines he/she should carefully review this section on the form and check all the boxes to confirm his/her understanding and agreement.
6. Payment types and amounts - Indicate the appropriate participant support payment type (stipend/subsistence allowance) and amount to be processed. This is a summary of all the support the participant will receive.
	* The following payments will be processed using the form:
		+ Stipend/subsistence allowance:  Indicate the stipend/subsistence allowance amount payable to the participant for the semester. Stipend/subsistence allowance payments will be paid in equal installments during the semester as indicated next to the Per Period Amount.
7. Banner Index # - Enter the Banner index # indicating the account form which the stipend will be paid. All participant support payments are charged to a project that begins with the Number 4, "4XXXXX", when involving a sponsored project. Your ORA representative will verify that participant support costs are allowable on the identified index.
8. Participant Signature - Collect the participant's signature and date.
9. PI Signature - The principal investigator signs for their sponsored project, dates the form as the approver, and forwards to ORA for processing.
10. ORA Signature - Forward the forms to your ORA rep for review. Once the ORA rep approves the form, copies will be distributed as follows:
	* For all participants receiving a stipend, a copy of the form and the W-9 (for non-Mines students) will be sent to Accounts Payable for stipend/subsistence allowance payments
	* For participants who are Mines students receiving stipend allowance payments copies of the form will be also be forwarded to the **Office of Financial Aid and Scholarships** to ensure that the student's account is properly reviewed prior to payment from Accounts Payable.
	* Banner Document Management (BDM) will maintain the signed forms outlining these commitments.