



## Payment of Fellowship and Training Grant Stipends

### Policy Statement

Fellowship and training grant payments (stipends) to students and persons in post-doctoral training are generally support given to an individual for study, training, or research which does not constitute compensation for personal services.

Prior to January 1, 2019, these stipends were processed as monthly payroll/paychecks using the following short titles/position codes:

Short Title	Short Title Description	Position Code	GradStatus Waiver Code
GRDFE	Graduate Fellowship	XXXGRDFEL	GRFL
GRTRN	Graduate Training Grant	XXXGRTRNL	RIAT & GRTG
PSTDF	Post-Doctoral Fellowship	XXXPSTDFL	

Effective January 1, 2019, fellowship/training grant stipends are processed as payment requests through the Accounts Payable department. Requesting a stipend payment is the responsibility of the department sponsoring the student on the fellowship or training grant. Stipend recipients must register in the university's Supplier Registration system to facilitate payments.

It is possible for a fellowship/training grant stipend recipient to also work as a graduate assistant/other employee. In these cases, the individual will receive a payroll check(s) as well as a stipend check(s).

The Internal Revenue Service (IRS) Publication 970 covers the rules for the taxation of non-payroll fellowship payments to the recipient. Recipients should consult their tax advisor regarding their individual tax liability.

In accordance with U.S tax requirements, payments to non-resident aliens will be net of appropriate tax withholding except for those from countries with qualified tax treaties which reduce or eliminate tax withholding. In the absence of a tax treaty benefit, the withholding rate will depend on the type of visa held. Foreign national recipients must submit required tax forms with the university's international tax coordinator prior to the first stipend payment.

### Reason for policy

To accommodate processing of payment types historically handled by Payroll that transition to Accounts Payable with the implementation of OneUSG.

### Procedure

Fellowship and training grant stipends are processed as unencumbered payments by submitting a payment request through the Financial Management System.

Prior to a department requesting the first stipend payment, a recipient must register through the Supplier Registration system at <https://suppliers.uga.edu>. This is a one-time registration. Recipients can opt to receive a paper check or an electronic deposit to their specified bank account. For assistance registering in the Supplier Registration system, please contact the OneSource Service Desk at (706) 542-0202 or [onesource@uga.edu](mailto:onesource@uga.edu).

After the recipient completes the one-time supplier registration process, the department may initiate a payment request. Departments may request a lump-sum (single) payment that covers a specified time period, such as a semester or consecutive months. Alternatively, departments may submit multiple payment requests, for example,

once per month or twice per semester, etc. Departments should consult the requirements of the fellowship or training grant to determine if there are any restrictions on the timing of the payments. As new grants/projects are used to fund fellowships or training grants, Sponsored Projects Administration should review those projects before they are used to fund these payments. Departments should communicate the payment schedule with the recipient so they are aware of the payment timing.

Submitting the payment request:

- 1) Submit payment requests prior to the desired payment date. Accounts Payable generally requests 3-5 days for processing after all departmental approvals are complete to ensure ample time is available for potential issue resolution. Please prepare accordingly and review chartstring distributions for validity prior to submission, as errors may delay payment.
- 2) The Description field should indicate that the request is for a Fellowship or Training Grant Stipend Payment.
- 3) Payments must use the Account Code 782100 for Fellowships and 783100 for training grants in the chart string information.
- 4) Attach to the payment request the [Non-Employee Payment form](#). This form has a section to document fellowship and training grant stipend payments.
- 5) If future or additional payment is needed to the same recipient, the COPY feature may be used. Initiators should access the Payment Request Center tile from the Financials page, locate the previous Fellowship Payment Request, open it, and click the "COPY" button at the bottom. After copying to a new request, update the invoice number, invoice date, and description field with current information before submitting for approval.
- 6) Completed payment requests will route for approval by the appropriate spend approver(s).
- 7) Payments to non-resident aliens require review by the [university's international tax coordinator](#) for appropriate tax withholding.

Training material for processing fellowship/training grant payments in the UGA Financial Management System are available in the [OneSource Training Library](#).

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## Definitions

**Fellowship:** A fellowship is generally an amount paid for the benefit of an individual to aid in the pursuit of study, training or research. The amounts paid do not constitute compensation for personal services.

[IRS Publication 970 – The Department of Treasury/Internal Revenue Service publication that outlines the tax treatment of various types of educational assistance, including fellowship grants.](#)

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## Responsibilities

**Responsible University Senior Administrator:** Vice President for Finance & Administration

**Responsible University Administrator:** Associate Vice President for Finance Division

**Policy Owner:** Accounts Payable

**Policy Contact:** Jennifer Dunlap

**Phone Number:** 706-542-2786

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## Record Retention

Research Grant

Records Number 0472-

09-006

These records relate to funded research grant proposals and research activity associated with grant funded projects. Examples of records include: supporting statistics, demographic data, draft proposals, suggested revisions, final proposals, forms, protocols, applications, research/activity reports, progress reports, and summary reports. Retention: Final research report is permanent. All other records: 7 years after the end of the grant period.

## Accounting Records

Number 0472-03-001

This series includes bank statements, purchase requests, purchase orders, requisitions, financial reports, accounts payable and receivable records, write-off records, discrepancy, payment schedules, operating statements, year-end projections, reconciliation and expenditure reports, cancelled checks, check stubs, moving expense records, cost accounting reports, refund/disbursement request records, returned checks, deposit slips, travel records, credit voucher requisition records, cash balances and reconciliations, sales and cash reconciliation records, journal entries, outstanding obligations, refund/disbursement requests, receipts and invoices

Retention: Monthly and Quarterly Reports: 1 year; All other records: 5 years

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### Policy Dates

Effective Date: 1/24/2019

Date Last Updated: 1/24/2019

Date of Last Review: 1/24/2019

Date of Approval: 1/24/2019

Previous Version of Policy: