

GRANT PARTICIPANT/SUBSISTENCE PMT UPLOAD REQUEST

Grant payments from accounts starting with "1" or "8" email this form and EXCEL upload file to OSP, JCK420. All others email to AP at JCK 564 when approved.

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

- a. This form is used to request grant stipend payment to one or more **participants** paid via **check** or **direct deposit** using SAP T-Code **ZAP_VENDOR_UPLOAD**. The EXCEL file must be attached. This includes payments to Human Research Subjects 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 process 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 the upload.
- f. The type of payment must be indicated in Section 2. Describe the payment purpose on the line provided.
- g. Each grant participant paid on the upload 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. Obtain approvals and route as directed in the header above. 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 participants listed in Section 4 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 – Account Information and Contact Information

Fund: _____ Internal Order: _____
 Contact Name: _____ Contact Phone: _____ Email: _____

SECTION 4 – Payment Use SAP T-code Zap_Vendor_Upload process to enter payment information

Enter the Total Amount of the payments on the Upload: \$ _____
 Preparer certifies the upload vendor information (name and address) is correct on SAP. Preparer: _____

SECTION 5 – Mailing Exception

Departmental pickup required because _____
 Payment will be picked up by: _____ Campus Phone #: _____

SECTION 6 – Approvals (Can Attach Email Approval)

REQUIRED: Account Manager: _____ Date: _____
 External Grant: Office of Sponsored Programs: _____ Date: _____
 If payment is for a Human Subject: IRB# _____ Date Approved: _____
 Assist VP of Research and Fed Relations: _____ Date: _____

UPLOAD FILE ATTACHED AND ENTERED IN SAP YES _____ NO _____