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I. SCHOLARSHIP AND FELLOWSHIP GRANTS - Contact the Comptroller for assistance in determining which of the following categories is appropriate.

A. NOT INVOLVING THE PERFORMANCE OF A SERVICE

A scholarship or fellowship grant awarded to aid an individual in the pursuit of study or research that DOES NOT require the individual to perform a service is processed on a Check Request per Policy No. 06 and forwarded to the Business Office for Payment.

B. INVOLVING THE PERFORMANCE OF A SERVICE

A scholarship or fellowship grant that requires the recipient to perform services including research, teaching, or other activities performed primarily for the benefit of the grantor are viewed as payments for services. The payment must be processed through PAYROLL and NOT on the Check Request. Contact the Personnel Department for processing requirements.

A scholarship which requires the recipient to perform services as a teaching assistant, even if such service is required of all candidates for a degree at the institution, constitutes payment for the performance of a service and is to be processed through Payroll.

II. HONORARIA

A payment for services provided to the University by a non-employee that **DOES NOT** fit a hiring of either an independent contractor nor an employee. Examples are as follow:

1. Guest lecturers
2. Seminar speakers

Please call the Comptroller for assistance in determining honorarium status.

Processing:

Honoraria are to be processed on the Check Request form. The appropriate Dean or Director and the Comptroller must approve the Check Request form. The honorarium check shall be presented to the recipient upon **completion** of their visit, lecture, presentation or other services as approved by the Comptroller.