



Reminder of Participant Stipends Procedures

Friendly reminder of the improved Participant Stipend procedures. We were able to work with the Business Analysts and Payroll department to formulate a solution when granting a Participant Stipend to Active employees hired in another department. In April 2022, our Payroll team created a new element in the additional compensation section of HCM. A DHR or supervisor is now able to initiate additional compensation and select Participant Stipend. This element is exempt from Fringe and will post correctly as a Participant Stipend on the award. As such indirect costs will not be charged against the transaction and it will no longer create billing/reporting issues with sponsors. The HCM element should only be used to grant a Participant Stipend to an Active employee with an unrelated assignment in another department on a project.

For non-UW employees, continue to create a Purchase Requisition. Use the PROFESSIONAL SERVICE.INCENTIVE requisition category and Participant Stipend as the Expenditure Type in the project funding line.

In both scenarios, the Incentive Letter located on Financial Affairs website: <http://www.uwyo.edu/budget-finance/financial-affairs/forms/> should be attached as documentation. Please only use Honorarium letters when distributing an Honorarium.

Please subscribe to Sponsored Programs list serve to ensure you receive pertinent sponsored projects information: https://lists.uwyo.edu/mailman/listinfo/uw_post-award.

Additional resources can be found at the following links:
[4/21/2022 Deep Dive Recording and Presentation](#)
[NSF Newsletter - Participant Support Costs Explained](#)

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<http://www.uwyo.edu/budget-finance/financial-affairs/>

<http://www.uwyo.edu/osp-postaward/>

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