

## Guidelines for Stipend Requests



### STIPEND REQUEST

First time payees need to fill out the Payee Data Record Form. [Click Here for Payee Data Record Form](#)

<b>Stipend Recipient Information:</b> <span style="float: right; border: 1px solid red; border-radius: 50%; padding: 2px;">1</span>			
NAME		Requested By:	
STREET		Name:	
CITY		Dept./Room No.:	
STATE	ZIP	Phone/ Ext.:	
Campus Wide ID (000-XX-XXXX)		Date:	
IS THE PAYEE A CSULA EMPLOYEE? <input type="checkbox"/> Yes <input type="checkbox"/> No		IS THE PAYEE AN UAS EMPLOYEE? <input type="checkbox"/> Yes <input type="checkbox"/> No	
IS THE RECIPIENT A CSULA STUDENT? <input type="checkbox"/> Yes <input type="checkbox"/> No		IS THE PAYEE A US CITIZEN? <input type="checkbox"/> Yes <input type="checkbox"/> No	
*NOTE: Federal funds may not be used to support individuals who lack legal immigration status.			
DID THE RECIPIENT PERFORM ANY SERVICE OR WORK TO RECEIVE THIS PAYMENT? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Stipends are payments to individuals as a scholarship, fellowship, financial assistance grant, training grant, or other contribution to support educational or training expenses. This support can include tuition, living costs, and other incidental expenses which will enhance the individual's level of competence in a particular area, and which may or may not be accompanied or supplemented by a full or partial tuition waiver.

<b>Reason for Stipend:</b> <span style="float: right; border: 1px solid red; border-radius: 50%; padding: 2px;">2</span>		Project	Account	Fund	Department	Amount	1099
Stipend Start Date:	End Date:						
Describe the training received by the recipient or the activity in which the recipient participated:							

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**Stipend Recipient Signature Acknowledgment**  
I am a participant of the program making this payment and did not perform any type of service. I understand also that a student receiving stipend payments who also receives other financial aid should contact the Office of Financial Aid to discuss how this payment could affect other aid.

<b>UAS Accounting Services Use</b>	
Allowability by: SUJID:	WB on File? <input type="checkbox"/> Yes <input type="checkbox"/> No
Remarks:	

Sample authorized signatures must be on file at UAS corporate office and agree with the signatures on the request.

5 **Principal Investigator or Project Director Certification:**  
I certify that the expenses incurred are for bona fide business purposes, and the information provided is true and accurate. I certify that the expenditures benefit the educational mission of the CSU as defined by the respective statutes, Board of Trustees policies, campus policy, and UAS policy, and that all items are for official business and include no personal expense. I certify that the above payments, if made to a student, are NOT contingent upon teaching, research, or any other service performed by the student.

<b>UAS Approval</b>	
Signature of Principal Investigator/Project Director	Date
Approved by:	
Date	

Highlighted color:	Fill out by:
	Form filler
	Student
	PI of grant/project director

#### Preliminary Information:

- Note: Payee Data form and [Coordination of Aid](#) will need to be filled out prior to submitting Stipend Request form.
- Grant information “Project”, “Account”, “Fund”, “Department” and “Amount” will be required and can be obtained from UAS Grant Analyst.
- After completing the form, Form filler will need to enter Name and Email for both student and Grant PI, who will sign the form.
- Form is automatically routed to [uasap@calstatela.edu](mailto:uasap@calstatela.edu) for UAS processing.

#### STEPS:

1. Fill out “Requested By” with information by PI requesting stipend.
2. Input “Reason for Stipend” with stipend start and end date per month (example: start date - 9/1/2024 end date – 9/30/2024). Add grant information “Project”, “Account”, “Fund”, “Department” and “Amount”.
3. Attach the student’s [Coordination of Aid](#) to the document.
4. The student will fill out their information, write a short description of their current research participation, and sign.
5. The PI of the grant or the program director will approve the stipend request and sign at the bottom of the form via Adobe Sign and CC [uasap@calstatela.edu](mailto:uasap@calstatela.edu), and PI/director.