



UNIVERSITY OF UTAH EDUCATIONAL/RESEARCH TRAINEESHIP GRANT FORM

(For Paying Fellowships, Traineeships, or Other Educational Experiences on Sponsored Awards)

Form Instructions

SECTION I - RECIPIENT INFORMATION

| | |
|--|---|
| Payee Name: | UNID -or- Last 4 digits of SOC. SEC. # and W9: |
| Is this payment contingent upon the payee performing any kind of service to The University? Yes <input type="checkbox"/> No <input type="checkbox"/> <small>(If Yes, submit through Payroll.)</small> | Is Recipient a nonresident alien? Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Is this payment for a currently enrolled, matriculated UofU student? Yes <input type="checkbox"/> No <input type="checkbox"/> <small>(If Yes, submit through a request using the Scholarship Administration System.)</small> | If Yes, country of residence: _____ |
| Is the recipient paid salary or wages on the project which this payment is to be made from? Yes <input type="checkbox"/> No <input type="checkbox"/> <small>(If 'Yes' and funding is 'Participant Support Costs', then recipient cannot be paid a stipend)</small> | If Yes, has nonresident completed registration with Tax Services? Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Department Address: | |

SECTION II - PAYMENT EXPLANATION

Provide a **brief** explanation of what this payment is for. See [instructions](#) for example explanations.

Important Payment Notes: See the Educational Payments Decision Document and specific [instructions](#) for this form. When two payments are required, submit two requests each just prior to the desired payment dates. When three or more payments are required, submit this form only once using the multiple payment option below. The first payment will be paid upon ePR approval and subsequent payments will be scheduled through PeopleSoft. Payments will be paid on consecutive months with releases on the first of every month. When three or more payments are requested, the payments must be made via direct deposit. Please include a Educational Recurring Direct Deposit Authorization Form.

SECTION III - PAYMENT INFORMATION

Please read the [instructions](#) that accompany this form. This form can accommodate single or multiple payments. If you need just two payments, please just submit two requests. If you need 3 or more payments, use the fields below to define the payment schedule. **ePR MUST generate the first payment. Subsequent payments will be manually scheduled by Accounts Payable.** The ePR request should match the chartfields and **first month amount** listed below. The first payment will release as soon as this ePR request is approved. The scheduled payments will release on the first of each month according to the schedule below. Please indicate the amount here even if it represents only a single payment.

Educational/Research Traineeship Grants Payment(s) - On a Project

| BU | ORG | FUND | ACTIVITY | PROJECT | ACCOUNT | A/U |
|----|-----|------|----------|---------|---------|-----|
| | | | | | | |

Supplemental Traineeship Payment(s) - On an Activity (see Policies 7-011 and 7-012)

| BU | ORG | FUND | ACTIVITY | PROJECT | ACCOUNT | A/U |
|----|-----|------|----------|---------|---------|-----|
| | | | | | | |

| | | | | | | | | | | | | | |
|--|--|-------|---|--|--|--|--|---|--|--|--|---|------------------|
| Initial Payment: | ePR Amount: <input style="width: 80%;" type="text"/> | | | | | | | | | | | | |
| <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; text-align: center;">Quantity</td> <td style="width: 15%; text-align: center;">\$</td> <td style="width: 30%; text-align: center;">Total</td> <td style="width: 40%;"></td> </tr> <tr> <td style="border: 1px solid black; width: 15%;"></td> <td style="border: 1px solid black; width: 15%;"></td> <td style="border: 1px solid black; width: 30%;"></td> <td style="padding-left: 10px;">Start Month: <input style="width: 20%;" type="text"/></td> </tr> <tr> <td style="border: 1px solid black; width: 15%;"></td> <td style="border: 1px solid black; width: 15%;"></td> <td style="border: 1px solid black; width: 30%;"></td> <td style="padding-left: 10px;">End Month: <input style="width: 20%;" type="text"/></td> </tr> </table> | Quantity | \$ | Total | | | | | Start Month: <input style="width: 20%;" type="text"/> | | | | End Month: <input style="width: 20%;" type="text"/> | Final Pmt: |
| Quantity | \$ | Total | | | | | | | | | | | |
| | | | Start Month: <input style="width: 20%;" type="text"/> | | | | | | | | | | |
| | | | End Month: <input style="width: 20%;" type="text"/> | | | | | | | | | | |
| Scheduled Total: | | | | | | | | | | | | | |
| Project Total: | | | | | | | | | | | | | |

| | | | | | | | | | | | | | |
|--|--|-------|---|--|--|--|--|---|--|--|--|---|----------------------|
| Initial Payment: | ePR Amount: <input style="width: 80%;" type="text"/> | | | | | | | | | | | | |
| <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; text-align: center;">Quantity</td> <td style="width: 15%; text-align: center;">\$</td> <td style="width: 30%; text-align: center;">Total</td> <td style="width: 40%;"></td> </tr> <tr> <td style="border: 1px solid black; width: 15%;"></td> <td style="border: 1px solid black; width: 15%;"></td> <td style="border: 1px solid black; width: 30%;"></td> <td style="padding-left: 10px;">Recurring Payment: <input style="width: 20%;" type="text"/></td> </tr> <tr> <td style="border: 1px solid black; width: 15%;"></td> <td style="border: 1px solid black; width: 15%;"></td> <td style="border: 1px solid black; width: 30%;"></td> <td style="padding-left: 10px;">Final Payment: <input style="width: 20%;" type="text"/></td> </tr> </table> | Quantity | \$ | Total | | | | | Recurring Payment: <input style="width: 20%;" type="text"/> | | | | Final Payment: <input style="width: 20%;" type="text"/> | Final Payment: |
| Quantity | \$ | Total | | | | | | | | | | | |
| | | | Recurring Payment: <input style="width: 20%;" type="text"/> | | | | | | | | | | |
| | | | Final Payment: <input style="width: 20%;" type="text"/> | | | | | | | | | | |
| Scheduled Total: | | | | | | | | | | | | | |
| Activity Total: | | | | | | | | | | | | | |

| | | | | |
|---|---|---|---|---|
| ePR Total: <input style="width: 80%;" type="text"/> | + | Scheduled Total: <input style="width: 80%;" type="text"/> | = | Grand Total: <input style="width: 80%;" type="text"/> |
|---|---|---|---|---|

SECTION IV - ATTESTATION

Authorized Signers: An Account Executive / PI (or authorized alternate) with the responsibility to approve and commit University funds must review and sign this form.

My signature certifies that no services to the University, past, present, or future are required from this recipient.

| | | |
|---|------|--|
| Authorized Signatory on the above chartfield(s) | Date | Print Signor's Name, UNID, and Email Address |
|---|------|--|

Signature Verified By

Submit this form via ePR using the Type: Scholarship/Fellowship/Traineeship & Business Purpose: Traineeship.