



Purpose: This form is used when payment(s) will to be issued to an individual considered a participant or trainee on a federally sponsored project in accordance with the College's [Participant Support Guidelines](#).

1 Definitions

A participant/trainee may be paid a stipend as outlined in the pertinent sponsored program announcement or sponsoring agency policy. A stipend is a set amount of money paid directly to an individual to support their attendance at or participation in a program or training event. The stipend amount is based on the type and duration of the activity. The College will report participant support payments to the individual on IRS Form 1099-Misc at the end of year.

2 Participant Information

First Last Name:	Email address	Is Participant a non-resident alien? YES (W8-BEN required) NO (W9 required)
Is Participant currently enrolled as a Lewis & Clark student? YES with LC ID Number _____ NO		W9 or W8-BEN should be uploaded to secure portal ; do not email tax documents.
Payment Method: Choose E-check or Mail		
E-check: Bank Information is: In WebAdvisor (for LC students/staff only) On attached Electronic Reimbursement form		
Mail Check to address: _____ City _____ State _____ Zip _____		

3 Training/Program Information:

PI First Last Name:	Account/Project Name	Event/Training Start Date:	Event/Training End Date:
Name of Event or Training Activity			
Purpose of providing stipend and/or training objective:			
Stipend Payments Required:			
*Payment #	Account No (XXX-XXXX-7407):	^Payment Date:	Payment Amount
*Note that a check request must be submitted to the Business Office for each payment required. ^Check requests submitted to the Business Office by noon on Friday will be paid the following Friday.			Total Payment to Participant:

4 Approvals

Participant First Last Name	Participant Signature	Date:
PI First Last Name	PI Signature	Date:
Grant Administrator First Last Name	Grant Administrator Signature	Date: