BATES COLLEGE SPONSORED RESEARCH
FACULTY STIPEND REQUEST

To receive a stipend, please complete the form below and submit it to the Dean of the Faculty's Office. NOTE: IF YOU HAVE MORE THAN ONE STIPEND FROM MORE THAN ONE SOURCE, PLEASE COMPLETE A SEPARATE FORM FOR EACH STIPEND REQUEST.

REMEMBER TO CALCULATE THE COLLEGE FICA MATCH! The College's FICA/Medicare contribution of 7.65% must be charged against the same fund/org code against which a stipend is charged, whether for internal or external grants. So if you have an external grant, and are working on a tight budget in which benefits are not calculated as a separate line, you need to consider this question:

Does your requested stipend include the College FICA match, or should that be charged above and beyond the stipend amount?

Most internal grants (such as Community Research Fellowships and stipends for participation in professional development activities) pay the FICA match above and beyond the stipend you are awarded. When in doubt, call the Dean's Office (ext. 6065).

If you are drawing a stipend from an external grant source (such as NSF, NIH, Research Corporation, etc.), both the stipend and the FICA match are charged to your grant account, so beware! You may have to reduce the size of your stipend to cover the FICA match and stay within your grant budget.

The worksheet below will provide the Payroll with the most accurate information to process your stipend.

PLEASE NOTE: WE MUST PAY YOU DURING THE TIME PERIOD IN WHICH YOU DO THE WORK (e.g., if you are conducting grant-funded research in July and August, we will pay you during those months). We cannot pay you in advance of your having done the work.

FACULTY NAME: _____

NAME OF PROJECT THAT INCLUDES STIPEND:_____

_____

FUND/ORG CODE TO WHICH STIEPND SHOULD BE CHARGED: _____

A. STIPEND AMOUNT: $_____

B. COLLEGE FICA MATCH (STIPEND X .0765) $_____

C. TOTAL STIPEND AND FICA CHARGED TO FUND/ORG (A + B): $_____

MONTHS IN WHICH YOU ARE DOING THE WORK (CHECK 1-4 MONTHS):
__ January   __ May   __ September
__ February   __ June   __ October
__ March   __ July   __ November
__ April   __ August   __ December

DOF APPROVAL _____ DATE _____