

## **IFAR Staff Instructions for Submitting Electronic Stipend Requests**

### **7.1.17**

In order to centralize the process, eliminate paper documentation and minimize turn-around time on payments, staff must now submit subject stipend payments electronically via email to: [researchadmin@hsl.harvard.edu](mailto:researchadmin@hsl.harvard.edu).

#### **General rules:**

- 1) Each stipend batch must be in single PDF format
- 2) Only one PDF document per email can be accepted
- 3) In order for Accounts Payable to be submitted with Friday's weekly batch, the staff member must submit the final, signed versions via email to [researchadmin@hsl.harvard.edu](mailto:researchadmin@hsl.harvard.edu) by the end of the day Wednesday

**The steps for submitting an Electronic Stipend Request are as follows:**

#### **Subject Stipends**

- 1) Human Subject Payment Requests do not require review via email prior to signature. If upon receipt for submission there are any discrepancies or errors, Research Administration will contact the submitter for clarification
- 2) Human Subject Payment Requests (Subject Stipends) should be compiled weekly by the staff member and circulated for all signatures in accordance with the purchasing policy and procedure:
  - a. Person receiving reimbursement
  - b. Authorized account signatory
  - c. Grant Manager
- 3) Once fully signed, the staff member must compile the Human Subject Payment requests, scan and send them via email to [researchadmin@hsl.harvard.edu](mailto:researchadmin@hsl.harvard.edu) with the subject line "Human Subjects for Submission"
  - a. Human Subject Payment request batch must be sent in PDF Format as one single document
  - b. Only one document per email can be accepted