

SUBJECT STIPEND REQUESTS

How do I submit a subject stipend request

1) Reimbursements should be submitted electronically in accordance with the IFAR Staff Instructions for submitting Electronic Stipend Requests:

Once the subject stipend is fully signed, it will be submitted for payment in the Friday AP Fiscal Processing. For a subject stipend request to be included in a Friday AP Processing, the completed, signed request must be submitted to the researchadmin@hsl.harvard.edu by the end of the day on Wednesday. Subject stipend requests received after end of the day on Wednesday by researchadmin@hsl.harvard.edu will be included in the next week's Friday AP Processing.

When Will I receive my Participant's Check?

- 1) Subject stipend payments typically have a 3-5 week turn around period based on the Friday they were submitted to fiscal. While all subject stipends are subject to the 3-5 week turnaround period at any time, turnaround can be a bit longer during high volume times such as fiscal year end – which is August through October – or busy staff vacation times such as the summer and the week between Christmas and the New Year.
- 2) The turnaround time is directly related to when the payment request is handed into the Grant Administrator for processing. An interview could occur a whole week or two before the paperwork is submitted to the Grant Administrator. We recommend you tell your subjects that they will not receive payment for 6-10 weeks.

EXAMPLES

11						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13 <small>finish calendar print notes set up page</small>	14
15 <small>get supplies</small>	16	17	18	19	20 <small>finish notes figure out how to measure the distance?</small>	21
22	23	24	25	26	27 <small>start notes</small>	28
29	30					
2009						

12						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4 <small>finish setting off rocket start video tape</small>	5
6	7	8	9	10	11 <small>finish videotape</small>	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
2009						

Example 1) Suzie Q interviews a subject on Mon Nov 2.

- The form is complete with signature, legible and sent to researchadmin@hsl.harvard.edu Tuesday November 3rd. It will be included in the AP processing on Friday November 6th
- Suzie Q can expect to have that check for the study participant between Nov 27 – Dec 11. Given the Thanksgiving Holiday it could be delayed further (ie December 18th).
- Then you need to figure how long it will take for the mail service to deliver the check.

(This example represents 6-9 weeks)

Example 2) Suzie Q interviews a participant on Monday, November 23rd.

- The request form is sent to researchadmin@hsl.harvard.edu on Thursday, December 3rd. The request will be included in the AP processing on Friday Dec 11th,
- At the earliest Suzie Q can expect the study participants check between Friday January 1st – Friday January 15th . Suzie Q can reasonably expect the later date due to the holiday season.
- Then you need to figure how long it will take for the mail service to deliver the check.

(This example represents 8-9 weeks)

Example 3) Suzie Q interviews a participant on Monday November 23rd.

- She submits the request to researchadmin@hsl.harvard.edu on Thursday December 3rd
- Research Admin reviews the request as scheduled on December 5th, but the participant's name is not legible.
- Research Admin notifies Suzie Q and informs her that the request needs to be clarified before processing.
- Suzie Q then returns the updated request to the researchadmin@hsl.harvard.edu on December 11th
- The request is included in the Friday AP Processing for December 18th
- Suzie Q can expect the check between January 8th- January 22nd
- Then you need to figure how long it will take for the mail service to deliver the check.

(This example represents 9-12 weeks)