

# Office of Research and Sponsored Programs

## GRANT Forum Grant Research Administrators' Network Team

September 20, 2023

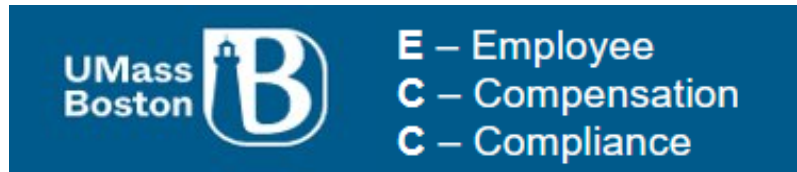
# AGENDA

1. Effort Reporting
2. UMB.edu Impact on Research
3. Kualu Update
4. Sponsored Student Payments

# 1. Effort Reporting - ECC

What is Effort Reporting and why is it important?

To be compliant with regulations regarding compensation for personal services, UMass Boston must ensure that salaries and wages charged to sponsored projects are allocable, allowable, reasonable, and consistently applied.



The UMass System uses ECC to provide the required after the fact verification that employee compensation charged to sponsored projects is applied as expected and represents a reasonable approximation of effort committed to those projects.

# Effort Reporting – Roles and Responsibilities

## Roles and Responsibilities:

- Principal Investigators (PIs)
  - Verify effort commitments are captured accurately (viewable in SUMMIT)
  - Monitor sponsored project expenditures
  - Certify effort for themselves, and any key employees paid from their sponsored projects (self-certifiers will certify their own effort statements)
- Effort Coordinators (ECs)
  - Assigned by department – every department must have at least one EC
  - Review effort statements prior to effort period opening
  - Are available to answer questions PIs may have about certifying
  - Ensure all effort statements are certified for their departments
  - Review and process effort tasks in ECC
- ORSP Central Administrators (CAs) - Ginny & Tracey
  - Manage the ECC System
  - Send out effort notifications
  - Train PIs and ECs
  - Monitor the [ecc@umb.edu](mailto:ecc@umb.edu) email inbox

# Effort Reporting – Certification Period

## Certification Schedule

- UMass Boston certifies effort annually by academic year
  - Effort Period = September 1 through August 31
  - Certification Period = Timeframe for certifying the previous academic year
- Training for ECs will be offered in October
  - In person workshop on October 24, from 12-2

## 2022 – 2023 Academic Year Effort Period

- September 1, 2022, through August 31, 2023

## FY24 Certification Period

- Certifies the 2022 – 2023 academic year effort period
- Period opens for certification mid-November 2023
- Period closes mid-December 2023

**Now is a great time to review all payroll applied to sponsored projects and make any adjustments that might be needed!**

## 2. UMB.edu Impact on Research

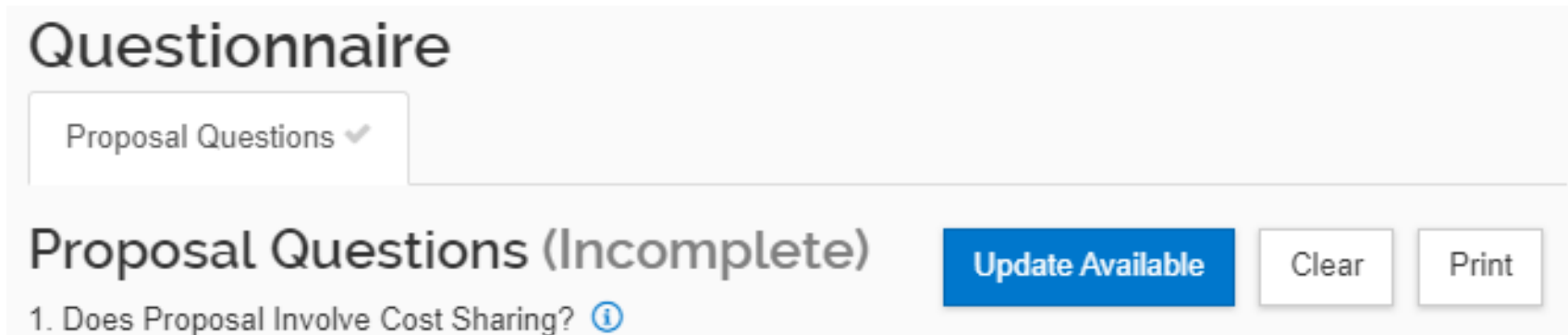
- New UMB Website Launched Summer of 2023
  - Original research content ported over to new site
- Overhaul of UMB.edu/Research
  - Project kicking off soon
  - Looking for input from UMB greater research community



## 3. Kual Update

### Questionnaire Updates

- Broken URL links due to website changes requires an update to Questionnaire
- Taking this opportunity to re-organize and make edits to questions
  - Questions will be numbered
  - New questions added to support new initiatives (e.g., NSF SIWE, Sponsored Student Payments)
- ORSP will send out an alert when the changes go live
- Pending proposals will need to accept updates
  - Click Update Available button in Questionnaire section
  - Any questions affected will need to be revisited and answered again



The screenshot shows a web interface for a questionnaire. At the top, the word "Questionnaire" is displayed in a large, bold font. Below it, there is a dropdown menu with the text "Proposal Questions" and a small downward arrow. Underneath the dropdown, the text "Proposal Questions (Incomplete)" is shown in a bold font. To the right of this text are three buttons: "Update Available" (highlighted in blue), "Clear", and "Print". Below the main text, the first question is visible: "1. Does Proposal Involve Cost Sharing?" followed by a small information icon.

## 4. Sponsored Student Payments

### Understanding Student *Support*

Budgeting: Personnel, Fellowship, Contractor

Awards: Student Support Awards to UMB v Directly to Student

Payments to Students: Payroll, SDVs etc.



## 4. Sponsored Student Payments

### Understanding Student *Awards*

- Fellowship Awards Issued to UMB (i.e. NIH Diversity Supplements, Dissertation Awards, NSF GRFP)
- Fellowship Awards Issued Directly to UMB Students (i.e. APA)
- Internship Opportunities with Research Collaborators (i.e. Dana Faber, NEAq, BPS)
- Research Assistantships on Sponsored Projects/Programs
- Students Employed by UMB
- Contractors on Sponsored Projects/Programs, Former UMB Students
- Research Participants who are Students (i.e. NSF REU Awards and Supplements)

## 4. Sponsored Student Payments

### Understanding Student *Payments*

- US Tax Code
- Sponsor Guidelines and Eligibility Requirements
- UMass President's Office Policies and Procedures
- UMB Student Facing Offices (Financial Aid, Bursar, OGS)
- UMB Business Offices (HR, Controller, ORSP)
- UMB Academic Units (Deans, Chairs, GPDs and Faculty Mentors)

## 4. Sponsored Student Payments – Kualu Build Form for PD

### Proposal Development Build Form

- Proposal Stage
  - Challenge is ensuring Student Payments are budgeted correctly
- Coming Soon!
  - Form available to launch out of Kualu PD provides guidance on how to budget student payments



### Student Payment Budgeting Form

This form is to assist you in determining the correct method for budgeting your payments to students on your proposal. This will ensure that all UMB student payments (fellowships, stipends, awards, etc.) are budgeted correctly and follow the correct taxation rules and regulations of the Internal Revenue Service (IRS).

Should your proposal be awarded, please note that It is ORSP policy that all payments to UMB students for research grants, participant support, scholarships, and fellowships must be forwarded to ORSP for review and approval before processing.

Failure to correctly categorize payments to students has significant tax implications and in some cases could result in a student being short paid due to payroll taxes being withheld when a student should not be setup as an employee. See information linked in the Resources section below.

## 4. Sponsored Student Payments

**A student is a person seeking a degree or other educational credential at UMass Boston.**

A student ceases to be a student upon graduation or official separation from UMass Boston

A student who is not enrolled in the summer but has not graduated is still a student.

**Internal Revenue Service (IRS) Publication 970: Tax Benefits for Education**

Covers the rules for the taxation of student scholarships and fellowships. The publication states that the part of any grant, scholarship, or fellowship that represents payment for teaching, research or any other service is taxable to the student.

**Internal Revenue Service (IRS) Topic No. 421, Scholarships, Fellowship Grants, and Other Grants**

A scholarship is generally an amount paid or allowed to a student at an educational institution for the purpose of study. A fellowship grant is generally an amount paid or allowed to an individual for the purpose of study or research. Other types of grants include need-based grants (such as Pell Grants) and Fulbright grants.

# Sponsored Student Payments - Procedure

## 1. Determine if payee is a student or employee:

Is the student record ACTIVE in WISER?

- A. If Yes, treat payment as student payment and continue to Step 2.
- B. If no, is the student record COMPLETED (graduated) or DISCONTINUED (left the program)?
  - 1) If yes, then this payment is not considered a student payment. Pay student as an employee or consultant. (see UPST Determination of Independent Contractor Form)
  - 2) If no, please stop the process and consult with ORSP for further guidance

# Sponsored Student Payments - Procedure

## 2. Determine the nature of UMB's relationship with the student FOR THIS EVENT:

- A. Is the student providing a service directly benefiting UMB?
- B. Does UMB have the right to direct the work, both the result and the method, including termination and reassignment of the funding opportunity?
  - If yes to both (A) and (B) above, then this payment reflects employment compensation (ePAF)
  - If yes to (A) but no to (B) above, then payment reflects a consultant payment (Buyways)
  - If no to both (A) and (B) above, then treat the payment as academic support
    - UMass Boston Domestic Student – process payment using a student disbursement voucher (SDV)
    - UMass Boston International Student – process payment using a vendor disbursement voucher (DV)
    - NonUMass Boston Student (e.g. UMass Amherst student)– process payment using a vendor disbursement voucher (DV)

# Sponsored Student Payments - Procedure

## 3. Determine what is being paid, and include the following form plus additional payment support listed:

- A. Stipend/Living Allowance - (S)DV plus student award letter
- B. Expense Reimbursement - (S)DV plus copies of student receipts
- C. Student Research Human Subjects / Participant Support - (S)DV for the budgeted amount and the student award document justifying the payment
- D. Nonmonetary Awards to Students – items such as a computer (nonUMB owned) require a student award letter stating the student selection, description of the item being provided, and the value of the item

ORSP will cc Financial Aid to minimize any impact on student financial aid packages.

# Sponsored Student Payments – Common Scenarios

1. PI Awards with Student Workers
  - A sponsored award for a UMB PI (faculty, etc.) in which their research has student service benefitting their work, such as lab assistants, workshop staff, survey conductors
  - This is employment as UMB derives a direct benefit
2. Awards made directly to the student
  - Regardless of title, the IRS considers these scholarships/fellowships and should always be treated as academic support
  - If student is providing an employment service to the sponsor, if possible, then reframe as an internship (see #3 below); otherwise, this should not be processed through UMB and student should be employed directly by the sponsor
3. Internships/Training Grants
  - UMB is the organizing school, with an external institution acting as the internship host
  - An employment relationship may exist with the host where the service benefit is to the host; UMB derives no service benefit and holds no employment relationship
  - If UMB is paying the student, then payment should be processed via a stipend



# Sponsored Student Payments – Important Notes

- Students are not eligible to hold the PI position; an employee (usually a faculty mentor) must be listed in the PI role
- UMB does not take on employer and, potentially, union liabilities for nonemployees, both legally and financially.
- UMB does not provide procurement on behalf of nonemployees unless items are inaccessible/restricted or financially prohibitive. These are assessed on a case-by-case basis.
- Budgeted human subject payments in a student's award, whether gift cards or cash advances, are NEVER procured. An advance payment for the budgeted amount should be processed via a student disbursement voucher (SDV).
- Failure to submit payment requests through the correct route will result in the student being short paid and/or taxes misreported.

# Sponsored Student Payments – cont.

## Related Documents

UMass Treasurer's Office Guidance on Student Payments & Job Aid

<https://www.umassp.edu/treasurer/tax-and-compliance/payments-to-students>

<https://www.umassp.edu/treasurer/tax-and-compliance/payments-to-students/scholarship-determination-job-aids>

UMass Boston Bursar's Office Student Tax Information

[https://www.umb.edu/bursar/student\\_tax\\_information](https://www.umb.edu/bursar/student_tax_information)

UPST Determination of Independent Contractor Form

<https://www.dropbox.com/s/xwl1q64frvevoto/Determination%20of%20Indepdent%20Contractor%20Status%20Questions.docx?dl=0>

IRS Topic No. 421, Scholarships, Fellowship Grants, and Other Grants

<https://www.irs.gov/taxtopics/tc421>

IRS Publication 970, Tax Benefits for Education

<https://www.irs.gov/forms-pubs/about-publication-970>

# Sponsored Student Payments – Contact!

If you have any questions or need assistance with sponsored student payments, please reach out to the Sponsored Student Payments Coordinator

Rebecca Hanson    [Rebecca.Hanson@umb.edu](mailto:Rebecca.Hanson@umb.edu)

## 4. Sponsored Student Payments – Quali Build Form for Awards

### Postaward Build Form for Student Payments

- Existing Awards
  - Challenge is ensuring correct payment mechanism is selected for Student Payments
- Coming Soon!
  - Form available on ORSP website provides guidance on what mechanism to use for student payments



### Student Payment Determination Form

This form is to assist you in determining the correct method for processing student payments. This will ensure that all UMB Student payments (fellowships, stipends, awards, etc.) processed through the Office of Research and Sponsored Programs (ORSP) follow the correct taxation rules and regulations of the Internal Revenue Service (IRS).

It is ORSP policy that all payments to UMB students for research grants, participant support, scholarships, and fellowships must be forwarded to ORSP for review and approval before processing.

Failure to correctly categorize payments to students has significant tax implications and in some cases could result in a student being short paid due to payroll taxes being withheld when a student should not be setup as an employee. See information linked in the Resources section below.

# External Training Opportunities

## SRA Annual Meeting

October 14-18 - Seattle Pre-Conference Training 14-16

## Pre-Award Research Administration (PRA)

Future Locations & Dates:

March 21 & 22, 2024: Honolulu, HI

March 20 & 21, 2025: San Diego, CA

## Financial Research Administration (FRA)

Future Locations and Dates:

March 18 & 19, 2024: Honolulu, HI

March 17 & 18, 2025: San Diego, CA

[Link – NCURA Virtual Training](#)

## **2023 PRIM&R Annual Conference 2023 SBER** Conference

Washington, DC

December 3-6, 2023

Workshops, December 3, 2023

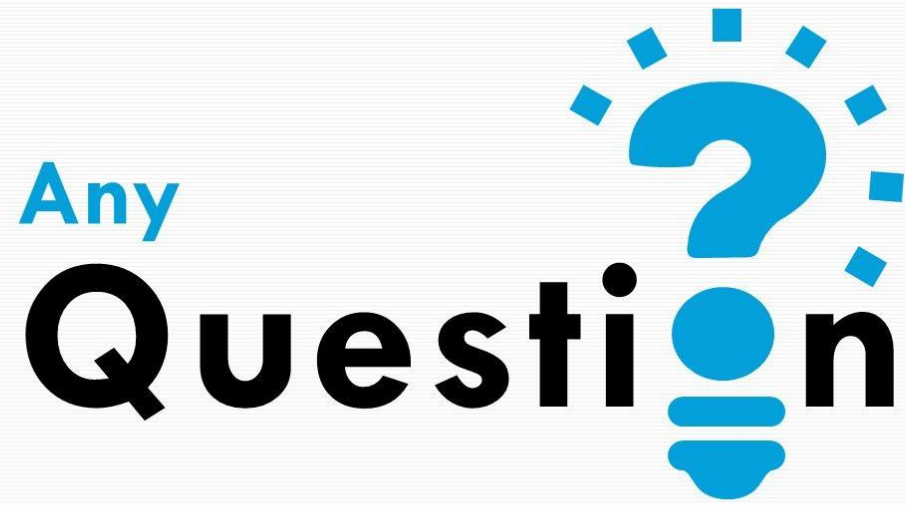
The 2023 Social, Behavioral, and Educational Research Conference (SBER23) and PRIMR23 Workshops will be held on December 3.

## **2024 PRIM&R Annual Conference**

Seattle, Washington

November 17–20, 2024





# ORSP Leadership

[Matthew Meyer](#)

Associate Vice Provost for Research  
and Director of ORSP

[Shala Bonyun](#)

Associate Director of ORSP  
Preadward Support Services

[Rebecca Hanson](#)

Associate Director of ORSP  
Postaward Support Services

[Tracey Poston, PhD](#)

Associate Director of ORSP  
Research Compliance and Integrity

[Virginia Maki](#)

Assistant Director of ORSP  
eRA Systems and Training

[Serena Wang](#)

Research Core Facilities &  
Operations Manager of ORSP