

Visiting Student Researchers in GFS

For appointment procedures for Visiting Student Researchers (VSRs), see <http://studentaffairs.stanford.edu/registrar/staff/visiting-researchers>.

Standard charges for a VSR include a monthly VSR Fee (\$894 /month for 2012-2013), quarterly Campus Health Service Fee and Cardinal Care Health Insurance (unless Cardinal Care has been waived by the student). VSRs can also receive monthly stipends. Current fees can be found at <http://studentaffairs.stanford.edu/registrar/staff/researchers-healthcare>.

Prerequisite: Item Type Request

STF Grad Financial Support>STF Request Item Type>Use>Request Item Type Setup

Each item type will pay only fees which match its charge priority; any amount which exceeds the student's charges for that fee will remain on the student's bill as Unapplied Aid.

Charge Priority:	Charges that will be paid:
VSR	<ul style="list-style-type: none">• Monthly VSR Fee• Federal Tax Withholding
HLTHSRVC	<ul style="list-style-type: none">• Campus Health Service Fee
HLTHONLY	<ul style="list-style-type: none">• Cardinal Care
MONTHLY	Will interface with Payroll to generate a monthly stipend (taxes are withheld as appropriate)

Step 1: Aid Year Activate

STF Grad Financial Support>STF Graduate Financial Support>Use>Aid Year Activation

After the student has an active VSR Program/Plan in Student Records, Aid Year Activate the student for the appropriate aid year, initial quarter of VSR status, and TAL Category = **NM-VSR**. The Home Org entered on this page determines the home department approver for GFS transactions; it should be the department that admitted the student to VSR status. (In most cases, this will be the only option available.)

Note: The display portion of this screen should show "VISIT_RESE" as the Tuition Group and the VSR-admitting-department as the Acad Org. Check with the Registrar's Office if you do not see the Billing Career, Tuition Group, or Acad Org that you expect, or if the right value is not available for your entry/selection of "Career" and "Home Org."

*Mail Code:

The screenshot shows a web interface for 'Aid Year Activate'. At the top, there are search filters: 'Aid Year' (2012), 'Acad Org' (BIOCHEM), 'Billing Career' (GR), 'Tuition Grp' (VISIT_RESE), 'Institution' (STANF), 'Billing Term' (1126), and 'TAL Cat' (NM-VSR). Below the filters is a table with columns: 'Term', 'Short Description', 'Acad Career', 'Home Org', 'Desc', and 'TAL Category'. The table contains one row: Term 1122, Short Description 11-12 Aut, Acad Career GR, Home Org BIOCHEM, Desc Biochemistry, and TAL Category NM-VSR. The interface includes navigation buttons like 'Find', 'View All', 'First', '1 of 1', and 'Last'.

Step 2: Enter Aid Lines

STF Grad Financial Support>STF Graduate Financial Support>Use>Aid Entry

All aid for VSRs is entered on the Fellowship Stipend tab. VSRs cannot receive fellowship tuition payments (as they are not charged “tuition”) and cannot have teaching or research assistantship appointments. VSRs are not eligible for health insurance subsidies.

Chose this Disbursement Plan:	If you wish to:	Item Type/ Charge Priority to use:	Notes:
NM-Fee	Create monthly disbursements to the student’s bill to pay monthly charges like the VSR Fee and Federal Tax Withholding	VSR	Enter the <u>monthly</u> amount and appropriate Start and End dates. Start date must be the first day of the first month for which the student will be billed. September fees are assessed on the student’s autumn quarter bill. September 1 is a valid start date for VSRs. Once completed and approved the monthly amount will disburse on the 15 th of each month (or when approved if the date is in the past). The End date must be the last day of the month. Monthly charges are not pro-rated.
Quarter-Based plans (e.g., Qtr AWS)	Pay a student’s Campus Health Service Fee or Cardinal Care Insurance	HLTHSRVC or HLTHONLY	Enter the <u>total</u> (multi-quarter) amount. The quarterly amounts will be calculated based on the total amount and the number of quarters in the disbursement plan.
NM-Payroll	Generate a stipend that will be disbursed via Payroll (monthly).	MONTHLY	Enter the <u>monthly</u> amount and the appropriate Start and End dates. The “Stipend Total” amount will be calculated based on the monthly amount and dates. (If Start date is not the first day of a month, the first month’s stipend will be pro-rated; if End date is not the last day of the month, the last month’s stipend will be pro-rated. Some fellowships pro-rate their stipend support and some do not; your entry should match the fellowship terms.)

Taxes for International VSRs (optional)

Unless they are from a country that has a tax treaty with the United States, all stipends granted to international VSRs are subject to 14% federal tax. This means that for any stipends, including those designated to pay the monthly VSR fee (NM-Fee), Cardinal Care or Campus Health Service Fee, Stanford is required to add a federal tax charge to the VSR's student bill equal to 14% of the stipend. An additional aid line will be generated, charging the same item type as the stipend, to fund the federal tax charge (14% of the stipend plus 14% of the federal tax amount). Departments have the option of approving or rejecting this aid line. If the aid line is rejected, the VSR will be billed for the federal tax charge. Please contact the Payroll office for questions regarding international VSR federal tax.

Making Corrections

When a VSR changes status the TAL Category on the Aid Year Activation page can be changed for the start of a new quarter. For mid-quarter status changes the GRPD TAL Category may be used (should only be used for one quarter). Aid lines can be changed and re-routed for approval by changing the aid lines to Pending status, changing End dates for NM-Fee and NM-Payroll Aid lines or changing amounts for aid lines with quarter-based disbursement plans then completing the aid lines and re-routing for approval.

Tracking Status

STF Grad Financial Support > STF Graduate Financial Support > Inquire > Disbursement Monthly Stipends

On this page the disbursement schedule for monthly aid lines (NM-Fee or NM-Payroll disbursement plans) can be viewed. Disbursements will occur on the 15th of the month indicated. In the example below, the 1st disbursements of the term have occurred and disbursements for future months are scheduled.

Aid Seq	Seq Num	Disb seq	Item Type	Amount	Disb month	Plan stat	Disb date	Disb Status
STP002	1	1	873100030437	868.00	04/01/2012	A	04/15/2012	D
STP002	1	2	873100030437	868.00	05/01/2012	A		
STP002	1	3	873100030437	868.00	06/01/2012	A		
STP003	1	1	873100030437	141.00	04/01/2012	A	04/15/2012	D
STP003	1	2	873100030437	141.00	05/01/2012	A		
STP003	1	3	873100030437	141.93	06/01/2012	A		

Note: Allowability of expenses in support of VSR

Any payments of fees, including VSR fees or insurance, on behalf of VSR are not normally allowable as an expense on research grants and contracts. Similarly, any stipend payments made for VSR are not allowable on research grants and contracts.

PIs may use the HR process to hire VSR on a temporary or part-time basis, and to pay them an hourly wage for work done on research projects. Assuming that the work is appropriate to the project, and there are adequate funds available, the hourly wage and benefits charge for this work is an allowable cost on the research grant or contract.