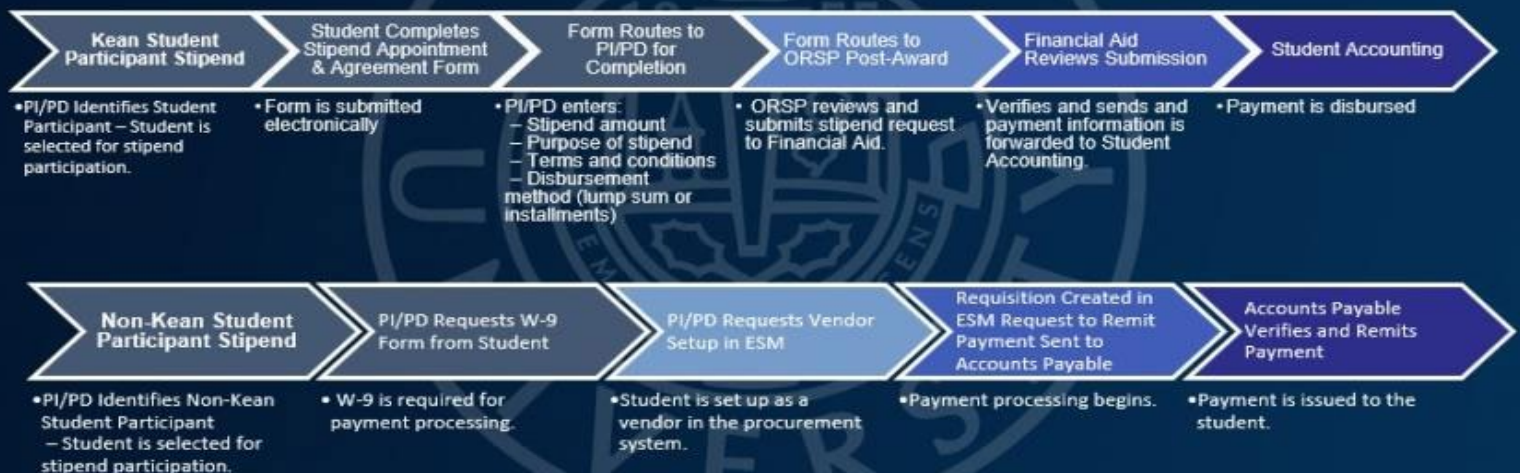


Requesting Student Participant Stipends

What is Kean's process for processing stipends on sponsored projects?

- To ensure compliance, the following methods must be used:
 - Kean student participants must be processed through Financial Aid. The funds provided will need to be reviewed as part of their allowable aid package. Financial Aid will determine the impact on the aid package for each participant.
- Non-Kean student participants must be processed through ESM procurement as a vendor.
 - First, the non-Kean student will need to be set up as a vendor in ESM. The student will need to supply Kean with their W-9 to ensure the correct address for the stipend payment.

Student Participant Stipend Process



How to request a Kean Student Participant Stipend

Step 1: The Principal Investigator (PI) or Project Director (PD) provides the Kean student with the ***Student Participant Stipend Appointment & Acknowledgement Form***; [CLICK HERE](#). **ORSP will not accept stipend payment requests submitted via email.**

Step 2: The student and PI/PD complete the form. The PI/PD should reference the stipend deadline calendar to ensure the request is submitted in accordance with published deadlines.

Step 3: Once submitted, the form is automatically routed to the ORSP Post-Award office. Post-award staff will verify the information and submit the stipend request to the Office of Financial Aid based on the stipend deadline calendar.

Financial Aid and Student Accounting Responsibilities

All stipend requests are reviewed by Financial Aid and Student Accounting to ensure they contain the necessary and appropriate information for payment. If approved, Student Accounting processes the payment accordingly.

More information about [Financial Aid Disbursement](#)

Inquiries:

ALL inquiries related to student stipend payments should be directed to the Office of Student Accounting, located on the 3rd Floor of the Administration Building on the Kean University Union campus.

For General Inquiries: stuactg@kean.edu