**Student Research Stipend Process**

**Grant Award Recipients**

Congratulations, you’ve been awarded a grant for your project! What are the next steps?

1. You will receive an email containing information and instructions about stipend processing, including the following documents: New hire paperwork, instructions on how to submit that paperwork and the student stipend form. **Please read this email and instructions document carefully.** Please share these documents with your students and complete the necessary areas of the stipend form including:
* Payee Information (Date, Kean ID, Phone Number, Student Name, Street Address, City: State: Zip:, Work history Status)
* Funding/Award Description and Semester
* Total Stipend Amount, Amount Paid Per Pay Period, Pay Period Payments Begin Date
* Funding Information (Fund, Cost Center and Object Code). Mirela will provide this information.
1. If your student has not worked or been paid by the University previously, they will have to complete and submit the new hire paperwork to the appropriate offices, as illustrated in the email.
2. Once you have receive signatures from the PI and the Dean, please email the complete stipend to **ORSP@kean.edu** and **boarium@kean.edu** for ORSP signature.
3. Finally, once the stipend is signed, we will return the document to you for submission to the appropriate departments, explained further in the instructional email and the instructions document attached to the email you received.

\*Please, refrain from sending incomplete stipends for signature, as we will not be able to sign the document until it is complete.