Summer Research Experience* Decision Chart

Is work product of any sort, including research study work, being performed for the University? If the student were not in this role, would an employee or someone else have to be used?

YES

Onboard through Payroll

NO

Is a sponsored program involved in funding this experience?

YES

Does the sponsored program have a budget for participant support?

YES

Contact your Contracts & Grants Analyst

NO

NO

NO

Is the student matriculated in a degree program (undergraduate or graduate) at the University of Delaware?

YES

Student must complete online W9 and be entered as a student payee. Please continue with Payment to Individual Webform Questions on Page 2.

NO

Student must complete online W9 and be entered as an external supplier payee in UD Exchange. Please continue with NPOP Questions on Page 3.
For (UD) Matriculated Students

Use dropdown “Participant Support” in “Payment Is For” question. Use one webform per payment if multiple payments.

Enter payee short name—do NOT enter UDID and type in name/address.

Attach description of program and copy of offer letter to student.

Does the funding source include a sponsored program code?

YES

Include the project’s SRA (Sponsored Research Accountant) as an approver on the webform

NO

Use Account code 146115 and submit.
Leave Invoice Number and Date blank. Add NPOP form to cart. Use account code 146100 and submit. Requisition will route to SRA (Sponsored Research Accountant) if project code in speedtype.
References

- National Science Foundation REU website—https://www.nsf.gov/funding/pgm_summ.jsp?pims_id=5517
- UD Research Office Participant Support Guidelines—https://research.udel.edu/research-administration/grant-management-guide/?section=35#section35
- UD Procurement Non-PO Payment (NPOP) Matrix—https://www1.udel.edu/procurement/docs/NPOPMatrix.pdf

* - this guide is not exhaustive as to the various types of participant support and is intended as a reference only for paying students performing research on campus.