



## DOCTORAL STUDENT RESEARCH SCHOLARSHIPS FUNDING GUIDELINES: AY 2016-2017

*A Guide for Students*

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Funds for the Doctoral Student Research Scholarships are held by the Office of the Provost, Office of Graduate Studies (OGS), Vice Provost for Research and Dean of Graduate Studies. You are expected to adhere to the approved budget in your scholarship proposal. However, if your research plans change, you may request approval for a reallocation of funds from the Vice Provost for Research and Dean of Graduate Studies.

### **Budget**

Any changes to the budget of an approved project must be approved in writing by the Vice Provost for Research and Dean of Graduate Studies.

### **Reimbursement Process**

#### Deadlines:

- Scholarship funds are available **May 1, 2016**, at the start of the new fiscal year. The funding period expires on **April 30, 2017**.
- All reimbursement requests must be received by the OGS **no later than April 21, 2017**.

#### Submitting receipts:

- **Submit your reimbursement spreadsheet and accompanying receipts as one document, electronically to Anita Brown at [abrown@american.edu](mailto:abrown@american.edu). Please organize all receipts in the following three categories and by ascending date of transaction (see example).**
- **1. Travel: including transportation and lodging**

- **2. Meals**
- **3. Supplies/Materials**
- **Original receipts must be held by the award recipient.** In some instances original receipts are not available (especially for food items overseas). In these cases, please attach an explanation to your expenses spreadsheet, including the date, description of expense, and the amount. Please track expenses for which you cannot obtain receipts in a notebook so that you can provide a log later, when requesting reimbursements.
- If your receipts are in foreign currency, you must include the exchange rate on the spreadsheet.

Doctoral Research Award Reimbursement Request				
				<b>EXAMPLE</b>
Name:				
Address to Mail				
Check:				
Category	Date	Receipt Description	Amount (EURO)	Amount (USD)
TRAVEL				
	00/00/00	Airfare	XXXXXX	ZZZZZ
MEALS				
SUPPLIES/MATERIALS				
Total Amount of Reimbursement:				

Direct Deposits

If you have signed up for direct deposit, all reimbursement checks will be deposited into your account. If you do not have direct deposit, a paper check will be sent to you using the mailing address on file. Checks cannot be held for pickup from the Office of Financial Aid, so please review your student portal to ensure that your mailing address and/or direct deposit information is accurate.

Federal Tax Implications

Scholarship funds may be taxable! Please refer to [IRS Publication 970](#) "Tax Benefits for Education" for more information about the federal tax implications of the awards you have received. You will receive an IRS form 1098-T from American University in January to include with your federal tax return. It is recommended that you also keep a copy of all documentation you receive for any scholarships paid to you by AU or by outside agencies. International students should refer to [IRS Publication 515](#) "Withholding of Tax on Nonresident Aliens and Foreign Entities" for more information about the federal tax implications.

Hiring Student Workers

Some doctoral research scholarships include approved funds specifically for the hiring of student workers. The scholarship recipient is responsible for the accounting of hours worked and the compensation for each student worker hired to assist with their research. All new hires must comply with the University hiring requirements, e.g., all student worker positions are considered part-time and must not exceed 27 hours per week. Only in exceptional circumstances may students who have graduated continue to work as if paid from these scholarship funds. In such cases, approval from the Vice Provost for Research and Dean of Graduate Studies is required.

Please refer to the guidelines below when considering a student worker hire:

Who Can You Hire:

- Currently enrolled AU students may be eligible for hire.
- Note the graduation date for each potential candidate. Students may not continue working past the graduation date unless prior permission has been granted by the Vice Provost for Research and Dean of Graduate Studies.

International Student Workers

International students will need to schedule an appointment with a foreign national specialist in the Payroll Office. The Payroll Office will explain the taxation process in the U.S. and complete all required forms during the meeting.

To schedule an appointment please see the steps below:

- Go to the AU Portal at [myau.american.edu](http://myau.american.edu)
- Find Work@AU tab
- Click on Payroll
- Click on Foreign National Appointment Schedule
- Type AU user name and password then press enter
- The calendar will be displayed in front of you
- Click on the time you wish to make the appointment
- Click on Schedule Appointment
- Fill in the information requested
- Click submit

We request that students bring the following original documents and copies (if possible) for verification:

- Passport with a picture ID, date of birth and visa sticker
- Form I-20 (F-1 visa) or DS-2019 (J-1 visa)
- Form I-94 printed from the following web site: <https://i94.cbp.dhs.gov/I94/request.html>
- Social security card or tax ID number ITIN (if any)
- Completed and signed Tax Summary Report from GLACIER (AU tax compliance software)
- Federal and State tax forms
- W-8BEN form or W-9 (whichever is applicable)
- A voided check to direct deposit a payment (write "VOID" on a U.S. bank account check)

#### Position Description:

- Student worker positions are considered part-time positions.
- Student workers are not to exceed 27 hours of work per week. If the student is working in another position at AU during the same period of time you would like to hire the student for your position, you will need to consider how many hours per week they work in order to ensure they do not go over the limit of 27 hours in all combined positions. This will impact the number of hours that student can work with you.
- Hourly rates for a student worker positions typically range from \$10.50-\$18.00 per hour. This rate is negotiable, but should be based on the duties of the job, the student's skill set and experience, as well as the rate of pay of other employees in the department performing similar duties. It is recommended that a job description for the student worker be developed which clearly states the duties of the job along with minimum qualifications and the project work schedule (see attached Student Position Description form).

You can select a student that you know or you may advertise the position by submitting a position description to HR at [studentjobs@american.edu](mailto:studentjobs@american.edu). (See the attached Student Position Description form.) For further assistance, please contact Ganiat Harris, [gharris@american.edu](mailto:gharris@american.edu).

#### Hiring Process:

Once you have selected a candidate for hire, you will need to provide the following information to Anita Brown, [abrown@american.edu](mailto:abrown@american.edu). Ms. Brown will process a Request for Hire and inform you when the student may begin working.

- Name of the student
- AU ID#
- Start Date

- End Date
- Hourly Rate
- *(Please let me know if the student is enrolled at AU as a part-time or full-time student. This information will determine the hiring status position number.)*

If the student is not currently working for American University, he/she is required to go to the Human Resources Office and complete the I-9 tax form and other hiring documents within 3 business days of his/her start date. Failure to complete the I-9 form within the 3 business days can result in the employee being suspended.

Accounting for Student Worker:

The Doctoral Research Scholarship recipient is responsible for the accounting of payroll for each student worker. You are required to submit to Anita Brown an accounting of total hours and gross compensation for each hired student on a monthly basis. The gross amount of compensation for each month will be deducted from the scholarship balance. For assistance with payroll, the student worker should contact [kbailey@american.edu](mailto:kbailey@american.edu) in Human Resources.

**Purchase of Materials**

You should plan to order your own materials and supplies and submit receipts for reimbursements as indicated below.

Consider all equipment, data, research apparatus, and other research materials purchased with scholarship funds to be the property of American University.

Receipts for merchandise paid by credit card should be accompanied by the credit card monthly statement showing the purchase activity. An order form indicating that the merchandise will be charged to a credit card is not proof of payment. For payments made by personal check, please provide a copy of the front and back of the cancelled check.

In some instances, e.g., laboratory supplies can be obtained by the University. In that case, the department budget administrator should send Anita Brown an email specifying what was purchased, for whom and the account number to be reimbursed.

**Allowable Materials to Purchase:**

Supplies, software or data sets  
 Rental of field or research facilities  
 Interviewing costs and similar items  
 Travel to collect data

**Non-Allowable Purchases:**

Stipends            Travel to meetings  
 Tuition             Publication costs  
 Textbooks         Allowances for dependents  
 Journals           Facilities and Administrative Costs  
 Language training

Submit your reimbursement package **as one document**, electronically, to Anita Brown, at [abrown@american.edu](mailto:abrown@american.edu).

Thank you.

Anita Brown  
 Special Assistant to the Vice Provost for Research  
 and Dean of Graduate Studies  
 202-885-6333



## Student Position Description

**Job Title:** \_\_\_\_\_ **Position Number:** \_\_\_\_\_

**Department:** \_\_\_\_\_ **Band (See Below):** \_\_\_\_\_

**\* Position Summary:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\* Educational Requirements:** \_\_\_\_\_

**\*Minimum Requirements:** \_\_\_\_\_

\_\_\_\_\_

**\* Preferred Requirements (Optional):** \_\_\_\_\_

\_\_\_\_\_

**\* Additional Information (Optional):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Names of employees who should have access to the applicant pool:** \_\_\_\_\_

\_\_\_\_\_

**Is this position restricted to students with a Federal Work Study Scholarship?**

\_\_\_\_\_ Yes \_\_\_\_\_ No

Bands	Minimum Rate	Maximum Rate
1-Entry level skills and high school education required	\$10.50	\$11.25
2-One year of prior experience, equivalent education or skill level required	\$11.50	\$13.00
3-Two years of previous experience, or equivalent education or skill level required	\$12.50	\$15.00
4-Upper class or graduate level with at least two years of previous experience, or equivalent education or skill level required	\$13.50	\$18.00

*\* Items marked with an asterisk will be included in the job posting.*