



Scholarly Awards

Description

- Activities have a clear and directed academic component. The primary purpose is to further the student's education and training. Activities are specifically designed to advance the skills and knowledge in the field of study. The student is the primary beneficiary and the work is not necessary to achieve departmental objectives.
- Students cannot be terminated because it is not a job. Award is given through a formalized application and competitive process. If it is determined by the department that the student did not complete the activities for which the award was given, the department may ask for all or partial funding back from the student.

Approved Undergraduate Opportunities

- Examples of approved Scholarly Awards include UTRAs (Undergraduate Teaching and Research Awards), RABs (Research at Brown Grants), Royce and Mellon Fellowships, and Science Fellows Program. See below for instructions regarding requesting approval of a Scholarly Award not listed here.

Method of Payment

- Lump sum payments (single or multiple)
- No time reporting
- I-9 Form required in most cases. Students doing research outside of the United States might need to register as a supplier to be paid through Accounts Payable.
- Domestic students are not subject to withholdings, international students are subject to tax treaty benefits if applicable.
- Payments for undergraduate fellowships and UTRAs should be processed by the Academic Finance and Administration (AFA) department.

Notes

- Non-Resident Aliens must register their information in the [Foreign National Information System](#) (FNIS) annually. Please remind International students to complete this process before submitting payment requests.

- Students who are to be paid to perform research as part of an award granted to a faculty member should be considered Research Assistants and paid hourly as employees.
- Research Awards provided to non-Brown students should be processed through Accounts Payable and students will receive a 1099.

Requesting Approval

If you would like to create or request approval for an Undergraduate Scholarly Award or a Program Leader/Coordinator Opportunity not listed as an approved opportunity, please email Student_Employment@brown.edu with the following:

- A program description that includes the activities to be performed.
- How those activities will further the student's learning and development.
- The process by which the student accesses the award or opportunity.
- Department Name
- Reporting Line
- Contact Person
- Compensation (\$ amount/payment method...lump sum, two payments, bi-monthly, etc.)
- How many students a year
- Program verse Scholarly Award
- Names the program may be listed as