Payments to Researchers/Scholars Unaffiliated with Brown University

**START**

Is this payment to an enrolled student, post doc or staff? 

**NO** → Is this a payment for services provided to Brown by a visitor (guest speaker, or independent contractor)? 

**NO** → Is this a payment to a visiting scholar to provide living research, support, and/or travel support? 

**NO** → **YES** → This payment is not to an individual unaffiliated with Brown University. Contact Accounts Payable for assistance. Accounts_Payable@brown.edu.

**YES** → Complete a Professional Services Agreement or guest speaker form and request payment in Workday using a supplier invoice. If payment is to a foreign national, ensure individual’s visa permits payment for service.

**GUIDANCE** 

- Travel Policy
- PSA Policy
- Payment to Foreign Nationals at Brown Chart

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**TAXABLE**

- Is this scholar a US Citizen or permanent resident?

**NO** → Is this scholar a foreign national visiting Brown on a J1 or F1 visa?

**NO** → Is this a payment for Travel expenses? (Transportation, lodging, etc.)

**NO** → Is Foreign Nationals Traveling for Brown business purposes?

**NO** → This is a Travel Reimbursement. Initiate payment using a Supplier Invoice. Use the Visitor Travel Spend catalog (3940). Attach Visitors VISA/Passport Stamps. No per diem.

**YES** → This payment is for support while visiting Brown. Foreign Nationals Traveling for their own personal research or collaborating with Brown researchers.

**YES** → This is a fellowship payment to a foreign national. Scholar must request access to and enter required information into FNIS. Initiate payment using a supplier invoice. Use the visiting researcher/Scholar spend category (9665).

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**GUIDANCE** 

- Payments to Researchers/Scholars Unaffiliated with Brown Policy
- Visitor Travel Policy
- Payments to Foreign Nationals Policy
- FNIS Instructions
- Payment to Foreign Nationals at Brown Chart

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**GUIDANCE**

- Travel Policy
- PSA Policy
- Payment to Foreign Nationals at Brown Chart