



BROWN

KAREN T. ROMER UNDERGRADUATE TEACHING AND RESEARCH AWARDS

Terms and Procedures for the Semester Karen T. Romer UTRAs

1. UTRA stipends are paid through the University's payroll system. The stipend will be awarded in two installments: \$500 each installment, as follows:

- **Fall semester UTRA:** October 2nd and November 25th
- **Spring semester UTRA:** February 5th and April 2nd

1. We encourage all students to enroll in direct deposit and I9 for the processing of the awards. The payment will follow the Brown University bi-weekly payroll schedule. Please follow the instructions below, based on your student status) in order to receive your award.

FNIS: Foreign National students must register in FNIS; your UTRA payment will not be processed until you have registered.

2. Prior to the final stipend payment, the faculty sponsor will be asked to submit an interim progress report. If you do not fulfill the obligation of the award as specified in your research proposal, you should return the stipend to the College, University Hall, Room 201.

3. We expect the faculty sponsor and student will meet on a regular basis. We encourage students to keep an informal journal about their work in order to reflect on the process of the work, the frustrations, and the insights gained over time.

4. At the end of the project, we will need a short description and evaluation of the work from both faculty and student, commenting on the interactions between you as collaborators and the results of your work. The evaluation will help members of the UTRA Committee gain a fuller understanding of the process of the collaboration between the faculty member and student. We will send a request for this feedback at the end of the semester.

5. If the project requires the use of human subjects (including interviews), please review the website on Human Subject Research under the Office of Research Administration for approval guidelines. Some projects may already have received clearance by the Institutional Review Board (IRB) at Brown. Projects falling within the guidelines for human subjects review will not be funded without IRB certification.

For Students

I have been approved for an award/internship, now what?

All student awards and fellowships are now paid via Brown University payroll. We encourage all students to enroll in direct deposit for the processing of the awards. The payment will follow the Brown University bi-weekly payroll schedule. Please [see here](#) for those dates. Please follow the instructions below (based on your student status) in order to receive your award. Answer the questions to best understand your next steps.

- Are you a domestic or international student?

Domestic Student

- Have you ever held an employment position at Brown before?
 - Yes:
 - An active I-9 should be on file with the University
 - Are you signed up for direct deposit?
 - Yes:
 - You are all set! No further action needed. You will receive your payment on the next payroll cycle.
 - No:
 - Sign into [Workday](#) and select "Pay" then "Payment Elections." Be sure to add accounts prior to changing payment elections. Each Friday, the direct deposit requests are sent to ADP (Automatic Data Processing co.) If the request rejects, it would reject by the following Wednesday. Acceptance requests take between 7-10 calendar days. Please make sure you are signing up for direct deposit as soon as you know you been awarded a fellowship so your payment can be direct deposited on the Payroll schedule for your award payment.
 - No:
 - Please visit the Brown Business Center (BBC) and tell them you need to I-9 because you have received a Fellowship. You will need to [I-9](#) and sign up for direct deposit while at the BBC. (Please see instructions above for signing up for direct deposit)
 - [List of documents needed](#) for I-9.
- Will you be doing work outside of the United States during your internship?
 - Yes:
 - Fill out the required information for Brown-sponsored travel through Brown's [TravelSafe Registration Portal](#).

- No:
 - You are all set! No further action needed if you have an existing I-9 and have taken action on whether or not to sign up for direct deposit. You will receive your payment on the next payroll cycle.

International Student

- Do you have an FNIS account?
 - International Students and Scholars are asked to complete the Foreign National Information System (FNIS) data entry at least once **annually**. Completion of FNIS data entry allows the Controller/Payroll office to determine your tax residency status (Non-Resident Alien [or] Resident Alien) and to determine eligibility for tax treaty exemptions (if applicable), for each calendar year.
 - Yes (and it has been updated this calendar year):
 - You are all set and no further action is needed with FNIS UNLESS:
 - Your Visa status has changed AND/OR
 - Your documents are expired AND/OR
 - The type of income you are receiving has changed from the last time you were in FNIS
 - If any of the above apply, log back into FNIS and update your account.
 - No:
 - [FNIS Instructions](#)
 - Will you be doing work outside of the United States during your internship?
 - Yes:
 - Need to register as a Supplier
 - Use [this form](#) if you do not have direct deposit AND do not want to sign up for direct deposit
 - Use [this form](#) if you do not have direct deposit but would like your payment to be directly deposited into your bank account (because you may not be on campus on or around Commencement, you are studying abroad, or it is just plain easier)
 - Fill out the required information for Brown-sponsored travel through Brown's [TravelSafe Registration Portal](#).
 - No:
 - Please visit the Brown Business Center (BBC) and tell them you need to I-9 because you have received a Fellowship. You will need to [I-9](#) and sign up for direct deposit while at the BBC. (Please see instructions above for signing up for direct deposit)
 - [List of documents needed](#) for I-9.
- Do you have a Social Security Number (SSN)?
 - Yes:
 - You are all set! No further action needed if you completed your I-9 and your FNIS registration is up to date. You will receive your payment on the next payroll cycle.

- No:
 - Please register as a supplier and Brown will pay you via a supplier invoice rather than through Payroll.
 - Use [this form](#) if you do not have direct deposit AND do not want to sign up for direct deposit
 - Use [this form](#) if you do not have direct deposit but would like your payment to be directly deposited into your bank account (because you may not be on campus on or around Commencement, you are studying abroad, or it is just plain easier)

Important Contact Information

Where is my check?

Please contact:

Sarah Peri

Academic Finance and Administration (AFA)

401-863-1072

Sarah_Peri@Brown.edu

Where do I go to I-9?

Please visit:

[Brown Business Center \(BBC\)](#)

Page-Robinson Hall

69 Brown Street
Providence, RI 02912

Second Floor

(401) 863-5200

[Hours of Operation](#)

I signed up for Direct Deposit, was it accepted?

Please contact:

[Payroll](#)

Email: specialist_payroll@brown.edu

(401) 863-2361

Follows Brown's normal work day schedule

I am an international student/scholar with questions about my visa and immigration status.

Please contact:

[OISSS](#)

Page-Robinson Hall

69 Brown Street
Providence, RI 02912

Third Floor

(401) 863-2427

[Office Hours](#)