

## Sponsored Life Cycle Considerations for Stipend vs. Salary Classification

This document is intended for Research Administrators. In addition to the considerations listed below, you may need to work with your local Finance Office, Faculty Affairs, Harvard International Office (HIO), Payroll, and Human Resource. For additional information regarding the classification of individuals, please review our [Nonemployee vs. Employee guidance]

Stage in Sponsored Life Cycle	Considerations
Onboarding	<ul style="list-style-type: none"> <li>• Visa Status</li> <li>• Role on project (nature of the work)</li> <li>• If there is existing award, please see award stage section.</li> </ul>
Proposal Guidelines	<ul style="list-style-type: none"> <li>• Sponsor Guidelines (do the guidelines reference stipend or salary)                             <ul style="list-style-type: none"> <li>○ Does the sponsor specify in the award notice if the payment is a stipend or salary? If not clear, reach out to your pre-award office prior to submission to obtain clarification.</li> <li>○ Is the purpose of the sponsor’s award to benefit the individual’s training or education experience or to support specific research aims in a Harvard lab? Please note: there may be awards with multiple programmatic elements, e.g., REU, research program, conference, that have different purposes.</li> </ul> </li> </ul>
Proposal Budget	<ul style="list-style-type: none"> <li>• Salary vs. stipends (refer to program announcement or proposal solicitation)                             <ul style="list-style-type: none"> <li>○ Classification may impact budgeted fringe and benefits amounts</li> <li>○ For NSF- Participant Support Costs are a restricted budget category. If proposed, they must meet definition.</li> <li>○ Is there a level of effort commitment required that must be considered if you intend to supplement the pay.</li> <li>○ Harvard Students                                     <ul style="list-style-type: none"> <li>▪ For NIH – The amt of tuition, fringe &amp; salary cannot exceed the Level 0 post-doc limit</li> <li>▪ Inclusion of tuition (if allowed)   <ul style="list-style-type: none"> <li>• Tuition Remission is a form of compensation and must align with effort for reporting purposes.</li> </ul> </li> </ul> </li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• Tuition support is tuition associated with stipendees.</li> <li>• F&amp;A – Consider MDTC vs TDC (if the award allows F&amp;A at all). See <a href="#">Harvard Policy for the Application of Indirect Costs</a>.</li> </ul>
Award Stage	<ul style="list-style-type: none"> <li>• Communicate with the Harvard International Office (HIO) prior to acceptance of award if there are visa implications (changes in immigration status from proposal stage)</li> <li>• Effort reporting                         <ul style="list-style-type: none"> <li>○ Stipendee –be aware of award effort requirements. When considering a second appointment, be sure the terms of the fellowship allow time for work on other projects. See <a href="#">FAS Supplementing Stipends Guidance</a> for more information.</li> <li>○ Salary – effort on federal awards must be certified in ecrt. All sponsored awards are subject to <a href="#">Harvard’s Effort Reporting Policy</a>.</li> </ul> </li> </ul>
Post Award	<ul style="list-style-type: none"> <li>• Ensure compliance with restricted budget categories (Participant Support Costs).</li> <li>• Stay updated on pending awards for fellows with internal and external fellowships.</li> <li>• Confirm that individuals are being charged against the appropriate pay type (classification).</li> <li>• Monitor transactions on all accounts within a project to ensure transactions are allocated to the appropriate account, e.g. stipends on the stipend subactivity, etc.. This may be done the <a href="#">GMAS Transaction Monitoring Dashboard</a>.</li> </ul>

Relevant Offices

[Office of the Controller](#)

[Central Payroll](#)

[Harvard International Office](#)

School Offices

Faculty Affairs

Finance

Payroll

Human Resources