

## East Carolina University Financial Services / Disbursements team

### Participant Research Stipend FAQ's

#### Greenphire

What is ECU's policy on paying research participants?

[Research Participant Payments PRR](#)

How do I learn about the Greenphire Research Participant Payment system?

[Greenphire payments webpage](#)

If paying a research participant, and study does not want to pay participants via Greenphire, how do I request an exception?

- Greenphire is the preferred method for paying research participants. If there is a reason why a research participant cannot be paid via Greenphire, study needs to request a Greenphire exception from REDE. Below is the relatable SOP and Request documentation
  - [Greenphire Exception SOP](#)
  - [Greenphire Exception Request](#)

If I cannot use Greenphire as the payment method, what forms do I use to request a participant payment?

- Contractual Services Payment Request (CSPR)
  - Used when paying a participant for their “work/participation”
- Direct Pay (DP) form
  - Used for non-travel reimbursements
- Travel reimbursement
  - Used for all travel reimbursements
    - Chrome River
      - ECU employees, students, residents, and fellows
    - Manual travel reimbursement form
      - Non-ECU employees or students

#### Banner ID #

When does a research participant need a Banner ID#?

- When not utilizing the Greenphire system to pay a research participant.

How can I determine if a participant already has a Banner ID#?

- 2 different ways – go to the ECU Supplier Management webpage, click on Instructions to Request a Supplier, and click on ECU Vendor/Banner ID Search Query, or
  - [ECU Supplier Management webpage](#)
  - [ECU Vendor/Banner ID Search](#)
- Go to PORT, look under Important Information on home screen, scroll down to Supplier-Banner ID search, click on Banner ID Search
  - [Banner ID Search](#)
    - You can look up a vendor using their banner id # or name.

- Tax Form on File will either show a Yes or No
  - If No, send email to ECU Supplier Management, including vendor name and Banner ID #. ECU Supplier Management will work with department on a one-on-one basis.

What if recipient is a former employee/student, how are these individuals set up to be a vendor?

- The department must submit a TSM request

What if a former vendor was set up outside of TSM, what is the process to get them set up in TSM?

- The department must submit a TSM request

What if a former TSM vendor wants to now be paid via ACH – what is the process?

- Department will provide Supplier Management with vendor email address.
- SM will send an email invitation for vendor to access TSM so vendor can insert banking information for ACH.
- SM will also ask for a W9 to ensure tax id has not changed

What if vendor cannot access TSM?

- ECU Supplier Management can set up a manual Banner ID # but the vendor's tax forms are still required to complete this process. Vendor's can mail or fax their tax forms to ECU Supplier Management.
  - [Vendor Registration-Manual Process SOP](#)

How long are W9's valid?

- New W9's are needed when the IRS updates the W9 form.

### **Forms**

What if I need to pay a student stipend, and CSPR form states to not use this form for payments to students, what should I do?

- This is where your backup documentation is very helpful. If you have backup documentation that states your payment scenario has been reviewed, and approved, to be processed for payment, you can proceed with using the CSPR form.

### **Payments**

When does 4% state withholding tax apply?

- State withholding 4% tax applies total payments of more than \$1,500, when a non-NC resident performs services in the state of NC and the services rendered are performers, entertainers, speakers, tied to an athletic event or due to creation of a film, radio or TV program.

When does federal withholding tax apply?

- There are many reasons why a payment may be subject to federal withholding. There are also several different amounts of federal withholding. Non-US citizens need to be accessed by ECU International Tax department to determine if federal withholding applies and what percentage of tax applies. Vendor/recipient visa status and US tax treaty with foreign country both factor into the decision on federal tax liability. ECU's International Tax department is part of the payroll department, and more information can be found on the Payroll webpage.
  - [Payroll webpage](#)

What if payment is subject to foreign tax and the department wants to pay tax instead of recipient having this tax withheld from their payment, what is the process?

- The payment amount will need to be grossed up to cover the tax. Example of this calculation is below:
  - Payment to recipient is \$2,000
  - Federal tax withholding is 30%
  - To calculate gross up,  $\$2,000 / .70 = \$2,857.14$ 
    - $\$2,857.14 \times 30\% = \$857.14$ 
      - Department gross is \$2,857.14
      - Tax is \$857.14
      - Recipient net is \$2,000

### **Foreign/International payments**

Can a Greenphire payment be made to an international participant?

- No, Greenphire cannot accommodate payments to participants outside of the US.

Can a check be mailed to an international study participant?

- No, paper checks can be “lost in the mail” or the participant’s foreign bank will not cash our check. A wire is the best way to pay a participant in a foreign country.
  - In US territories, ex: Guam, Saipan, ACH payments are permitted

How do I pay a participant who lives in Hawaii or Alaska?

- Even though Hawaii and Alaska are both US states, their location greatly increases the risk of a paper check being lost. The preferred method of payment to these 2 states is via ACH or domestic wire.

What is the study cost to process a domestic or foreign wire?

- Domestic wires do not cost anything
- Federal wires cost \$25 per wire. The \$25 wire fee will be charged to the same FOAP as participant payment
- Recipients may be subject to additional wire-related processing charges by their financial institution