**SCIF Project Employee Guidelines**

In the event that a SCIF Grant involves either student employment or payment(s) for Services/research/work there are guidelines and processes to follow.

* Confirm with the responsible department that the position and/or work proposed is approved.

If the work is approved, please follow these steps in addition to any departmental requirements that may be in place.

* Email the departmental chartfield that the employee will be paid from to the SCIF Coordinator.
  + This can be any existing account (1001, 2000, or 6000).
  + Once the SCIF Coordinator has received the chartfield, the money will be transferred via e-journal to the account.
* Next, draft a letter of agreement to the student employee that clearly identifies the following:
  + Who the employee will report to and who will oversee any work (this can be the same person).
  + Include the total number of hours expected to work on the project and any agreed upon work schedule.
  + State project outcomes, timeline, and any other expectations.
  + State how much the student will be paid upon completion of the project. In the event the student will be paid hourly, include the name of the person in the department that will be overseeing and approving payroll.
* Finalize letter and have both the student and project advisor date and sign the agreement.
  + A copy of this agreement should be kept in the SCIF file, provided to student, advisor, department, and SCIF Coordinator.
* Upon completion of the work, each student must complete an [IRS form W-9](https://www.irs.gov/pub/irs-pdf/fw9.pdf).
  + Complete W-9, print, sign, and deliver the form to the responsible department’s administrator.
  + Once the form is signed and delivered the administrator will prepare the [Payment Request Form](http://fbs.admin.utah.edu/scripts/script_payment_request/data/872823.pdf) and submit it, along with the completed W-9 form, to Accounts Payable.
* Finally, the student should receive a check. This check can be mailed directly to the student or delivered back to the preferable office where the student can pick it up. This is up to the department, advisor, and student.

Please remember if you have any question please contact the SCIF Coordinator:

Emerson Andrews  
Phone: (801) 581-7510  
Email: [Emerson.andrews@utah.edu](mailto:Emerson.andrews@utah.edu)

Links to forms below:

* IRS form W-9 - <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
* Payment Request Form - <http://fbs.admin.utah.edu/scripts/script_payment_request/data/872823.pdf>