



Participant Support Agreement and Payment Request Form

This form is intended to be completed by the Principal Investigator or Departmental Administrator for a qualifying participant or trainee in connection with a meeting, conference, symposia, or Sponsor funded project/program. Participant must complete a W-9 or a W-8BEN prior to receiving payment. The total amount paid will be subject to the IRS 1099 or 1042-S (if nonresident alien) reporting guidelines, except when receipts are submitted for travel expenses or the university per diem rates are applied for meals.

Conference/Project Title: [Redacted]

Conference is intended to include workshops, conference, symposium, or the like. Project is a reference to a Sponsor funded project/program

Conference/Project Date(s): [Redacted]

Participant: [Redacted] [Redacted] [Redacted] KFS Acct #: [Redacted]
Last First MI

The participant is:

- a participant/attendee of a workshop, conference, or symposium
a professional attending a workshop, conference, or symposium, and providing feedback on a technical subject in a group discussion
a participant/trainee involved in a Sponsor funded project/program (as defined by the award document)
a human subject in a Sponsor funded project/program
other [Redacted]

The participant is approved to receive (check all that apply):

- reimbursement for actual travel expenses incurred (must be supported by travel expense receipts)
on campus housing while attending/participating in a conference or Sponsor funded project/program
one time payment in the amount of \$ [Redacted]
a Stipend of \$ [Redacted] paid as [Redacted] payment(s) of \$ [Redacted] on a [Redacted] basis, effective [Redacted]
other [Redacted]

Principal Investigator: [Redacted] [Redacted] [Redacted]
Print Name Signature Date

Additional Comments [Redacted]

Participant/Attendee: [Redacted] [Redacted] [Redacted]
Print Name Signature* Date

*Signature certifies that the above information is true and accurate and participant is aware of and solely responsible for any tax liability.

Additional Comments [Redacted]

Completed forms must be uploaded into KFS for any transaction utilizing Participant Support object codes.