



**Controller's Office
Stipend/Fellowship Form**

Complete the form below in full and attach to the Payment Request in PeopleSoft with the Approved Contract Agreement for the scholarship and/or fellowship.

Supplier/Recipient Name: _____

PeopleSoft Supplier #: _____

Date: _____ USC ID: _____

Amount of Award: _____

Mailing Address Line 1: _____

Mailing Address Line 2: _____

City, State & Zip Code: _____

Description of Award:

Is the award payment for services?

A scholarship or fellowship grant and/or stipend payment for services when the grantor or University requires the recipient to perform services in return for granting the award. A requirement that the recipient pursue studies, research, or other activities primarily for the benefit of the grantor or University is treated as a requirement to perform services. The award is considered to be in return for services whether such services are required to be performed concurrent with or after receiving the scholarship, fellowship, or stipend.

Qualifications of service component:

- Will the department provide the individual with specific instructions regarding performance of the required work rather than rely on the individual expertise?
- Will the University set the number of hours and/or days of the week that the individual is required to work, as opposed to allowing the individual to set own work schedule?

If any of the above questions are answered **yes**, use **account code 54531**.

If all of the above questions are answered **no**, use **account code 54530**.

Department Approver/PI Name: _____

Department Approver/PI Signature: _____ Date: _____