

## SPONSORED PROJECT PARTICIPATION CERTIFICATION

The purpose of this form is to document the non-compensatory nature of participant payments made to or on behalf of participants in a sponsored workshop, conference, seminar, symposia or other short term training or information sharing activity. Participant expenses are incurred solely to fulfill the goals of a specific sponsored project. Participant expenses usually are travel costs associated with attendance at the sponsored workshop, conference, seminar, symposia or other short-term training or information sharing activity.

Participants are not required to perform any services other than attending and being engaged in the sponsored event or activity. Participants may be trainees where the participant is the primary beneficiary of the sponsored activity rather than NAU or a third party.

### Project Information

Date: \_\_\_\_\_ Department #: \_\_\_\_\_  
 Principal Investigator (PI) Name: \_\_\_\_\_  
 Total of Anticipated Payments: \_\_\_\_\_ Project ID #: \_\_\_\_\_

### Participant Information

Participant Name: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Is participant a US Citizen, Resident Alien, or Permanent Resident?  Yes  No

If "No," payment amount is greater than \$100, and tax treaty benefits are claimed, individual must complete the Alien Data Collection Form and IRS Form 8233.

See Comptroller policy [425 Non-Resident Alien Payments](#)

Is participant currently enrolled as a NAU student?  Yes  No

### Certification

This payment is for payment or expense reimbursement to a participant in a sponsored project where no services (including research related services) are required as a condition of receiving payment in connection with the sponsored activity.

PI or Designated Signature Authority:

Name \_\_\_\_\_

Office of Sponsored Projects Contact:

Name \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Please forward completed form with signature to OSP, PO Box 4130 OR email [NAU-OSP@nau.edu](mailto:NAU-OSP@nau.edu)