

is a new outreach effort by OGCA. The idea behind is to convey tips, tricks and other helpful information around the area of research administration. Our goal is to post on (almost every) Tuesdays. If there is something you would like to see covered on , email: UAF-GCReATE@alaska.edu. For more Tips visit [OGCA website](#).

Honoraria

An honorarium is a payment representing a token of appreciation paid to an individual for participation in a special, and typically non-recurring, activity at a University event for which payment is not required or traditionally set 3 0 1 420.31 3

Honoraria are typically paid to persons of scholarly or professional standing expertise with the intent of showing good will and appreciation for a voluntarily service to the university.

Allowable Payments

a.) Honorarium payments generally are not allowed to be charged to Federal funds unless the sponsored project specifically authorizes such payments. Payments for the conduct of seminars, workshops, and for giving special lectures may be allowable charges to certain Federal grants if it can be established that such a service benefits the project.

b.) Non-government sponsored projects may be charged for honoraria where appropriate and with the specific approval of OGCA

For the advisory committees, honorariums would be an appropriate form of payment. In order to qualify, the individuals must not be aware they are receiving payment in advance. Per UAF policy,

More info can be found

here: <https://www.uaf.edu/iac/files/business/Definition-of-Honorarium.pdf>

Alternatively, if a fee is being agreed upon in advance, this should go through procurement as a service contract.

Honorarium Guidance

Following are allowable honoraria payments. All have a short duration period of service:

Payment to a guest speaker. A guest speaker is someone who possesses advance knowledge of a particular subject area and speaks about that subject area to a group or organization with which he or she is normally not involved.

Participation as a judge in a writing or photo contest;

Participation in a panel discussion;

A special lecture or short series of such lectures;

Appraisal of a manuscript or an article to be submitted to a professional publication;

Use the following questions as a guide to determine the appropriateness of an honorarium request. If any question is answered " yes" , the payment does not qualify as an honorarium:

1. Is the payment being made to a business, corporation or partnership?
2. Was the amount and timing of the payment negotiated between the University and the individual?
3. Is there a contractual agreement?
4. Are the individual's services recurring?
5. Is the individual an employee or student employee?
6. Did the individual set the price?

Other

The University is obligated to report to the Internal Revenue Service (IRS) on Form 1099 all U.S. Citizens and Resident Aliens receiving cumulative remuneration greater than the annual threshold amount of \$600.

For additional information please visit:

<https://www.uaf.edu/ogca/lifecycle/3-develop/budgets/direct-costs/>