

**Department of Anthropology | Stanford University**

**Department of Anthropology Best Practice Reference, Graduate Student Research and Paying Others for Services**

**STUDENT INFORMATION**

Student Name	SUID#
Email	Cellular Telephone
Faculty Advisor	Department Track
PhD Degree Program/PhD Minor (if any)	Department/Program
MA Degree Program	Department/Program
Destination Country	Destination City(s)
Departure Date	Expected Return Date
Mailing Address (in Field)	Message Telephone (in Field)

**PAYEE INFORMATION**

Payee Name	Affiliation
Email	Cellular Telephone
Nationality	Status
(Faculty) Advisor or Supervisor	Institution
Mailing Address (in Field)	Message Telephone (in Field)

**Other Agency, Entity, or Individual to be Paid**

- An Individual, US National
- An Individual, Non US National

\_\_\_\_\_  
Citizenship Country

- A Vendor, US
- A Vendor, Non US

\_\_\_\_\_  
Location Country

**Taxation, US Forms**

- W-9 Request for taxpayer Identification Number and Certification
- W-8BEN Certificate for Foreign Status of Beneficial Owner for United States Tax Withholding
- I 9, Employment Eligibility Verification

**Graduate Student Researcher, Compliance**

- Principal Investigator approval status
- Determination and Status submission and/or Non-Medical Human Subjects Protocol approval status
- CITI Tutorial IRB completion status <https://www.citiprogram.org/aboutus.asp?language=english>
- CITI Tutorial RCR completion status <https://www.citiprogram.org/rcrpage.asp?language=english&affiliation=100>
- Non-supervisory Sexual Harassment Training completion status
- Ethics training completion status
- Conflict of Interest submission status
- Patent agreement submission status
- Pre-dissertation/dissertation Proposal approval status
- Foreign Activity Registration status (via <http://workgroup.stanford.edu>)
- Non-Medical Human Subjects Protocol Submission status

**Service(s) Performed by Other Agency, Entity or Individual**

- Translation \_\_\_\_\_
- Transcription \_\_\_\_\_
- Analysis \_\_\_\_\_
- Mapping \_\_\_\_\_
- GIS/GPS \_\_\_\_\_
- Research \_\_\_\_\_
- Administration \_\_\_\_\_
- Access \_\_\_\_\_
- Data Entry/Management \_\_\_\_\_
- Equipment \_\_\_\_\_
- Travel \_\_\_\_\_  
[Describe travel episode(s)]
- Tutoring \_\_\_\_\_
- Language Instruction \_\_\_\_\_
- Gifts \_\_\_\_\_  
(Please explain if related tied to Human Subjects)
- Other \_\_\_\_\_

### **Best Practices**

- Journal of expenses (date, payee, purpose, method and amount of payment, location)
- Receipts (detailed information regarding the purchase) (who, what, why, where, when, how)  
[http://www.stanford.edu/group/fms/fingate/docs/lost\\_missing\\_receipt\\_form.pdf](http://www.stanford.edu/group/fms/fingate/docs/lost_missing_receipt_form.pdf) and  
[http://www.stanford.edu/group/fms/fingate/staff/reimburse/policy\\_notes/reimbursable\\_expenses.html](http://www.stanford.edu/group/fms/fingate/staff/reimburse/policy_notes/reimbursable_expenses.html)
- Estimation of rate of pay [http://www.stanford.edu/group/fms/fingate/suppliers/dobusiness/policy\\_living\\_wage.html](http://www.stanford.edu/group/fms/fingate/suppliers/dobusiness/policy_living_wage.html) and  
[http://www.stanford.edu/group/fms/fingate/staff/reimburse/res\\_jobaid/per\\_diem\\_rates.html](http://www.stanford.edu/group/fms/fingate/staff/reimburse/res_jobaid/per_diem_rates.html)
- Using (institutional) affiliations
- Estimate of cost of living, mileage, per diem [http://www.stanford.edu/group/fms/fingate/staff/reimburse/res\\_jobaid/mileage\\_reimb\\_rates.html](http://www.stanford.edu/group/fms/fingate/staff/reimburse/res_jobaid/mileage_reimb_rates.html)

### **Buying and Paying Policy References**

[http://www.stanford.edu/group/fms/fingate/suppliers/dobusiness/policy\\_living\\_wage.html](http://www.stanford.edu/group/fms/fingate/suppliers/dobusiness/policy_living_wage.html)

[http://www.stanford.edu/group/fms/fingate/suppliers/dobusiness/contact\\_SU.html](http://www.stanford.edu/group/fms/fingate/suppliers/dobusiness/contact_SU.html)

<http://www.stanford.edu/group/fms/fingate/suppliers/getpaid/index.html>

[http://www.stanford.edu/group/fms/fingate/suppliers/getpaid/invoice\\_process.html](http://www.stanford.edu/group/fms/fingate/suppliers/getpaid/invoice_process.html)

[http://www.stanford.edu/group/fms/fingate/suppliers/getpaid/instruction\\_invoice.html](http://www.stanford.edu/group/fms/fingate/suppliers/getpaid/instruction_invoice.html)

[http://www.stanford.edu/group/fms/fingate/suppliers/getpaid/prompt\\_pay\\_checklist.html](http://www.stanford.edu/group/fms/fingate/suppliers/getpaid/prompt_pay_checklist.html)

<http://doresearch.stanford.edu/policies/research-policy-handbook/conflicts-commitment-and-interest/institutional-conflict-interest>

### **Other References**

Export Controls <http://export.stanford.edu>

Global Business Infrastructure Group <http://www.stanford.edu/fmsglobalops/contacts/globalBIG.html>

The Stanford International Initiative <http://international.stanford.edu>

Stanford Global Business Services, Foreign Activity Operations Guide <http://www.stanford.edu/group/fms/globalops/guide/index.html>

Research Policy Handbook <http://rph.stanford.edu/10-2.html>

Stanford University International Travel Policy <http://www.stanford.edu/dept/provost/news/travel.html>

Stanford University Risk Management Department <http://www.stanford.edu/dept/Risk-Management/docs/>

Office of the Vice Provost and Dean of Research, Research Policy Handbook, Openness in Research <http://rph.stanford.edu/2-6.html>

Stanford University, Secure Computing, Classification of Data [http://www.stanford.edu/group/security/securecomputing/dataclass\\_chart.html](http://www.stanford.edu/group/security/securecomputing/dataclass_chart.html)

Stanford University, Information Technology Services Policy Agreement for Using the Stanford Whole Disk Encryption (SWDE) Service  
[http://www.stanford.edu/services/encryption/wholedisk/policy\\_agreement.html](http://www.stanford.edu/services/encryption/wholedisk/policy_agreement.html)

Stanford University Research Compliance Officer <http://humansubjects.stanford.edu/>

Stanford University, Institute for Research in the Social Sciences, Data Management Plan Support at IRISS <https://iriss.stanford.edu/Tools/dmp> and  
[https://iriss.stanford.edu/Tools/dmp\\_resources](https://iriss.stanford.edu/Tools/dmp_resources)