

HAC Policies and Procedures for HAC Members and OHRP Staff

HAC Members Stipends

Are HAC Members Compensated?

The HAC members, Vice-Chairperson and Chairperson are not financially compensated for their time. However, due to their significant time input, the MCG OHRP provides partial funding of the salaries of the HAC Chairperson and Vice-Chairperson.

Do the HAC Members Receive a Stipend?

Yes, they do receive a small stipend to be used at their discretion to cover travel, education and/or equipment in accordance with State of Georgia regulations for state employees. Nonaffiliated members receive a check.

How Often do the HAC Members Receive their Stipend and When?

Effective July 1, 2006, the stipend will be disbursed bi-annually (\$500 for July-Dec and \$500 for Jan-June). The member will complete a Service Agreement Request (SAR), Attachment A of the SAR and a W-9 in July and again in January.

What if an Affiliated Member Leaves the Committee before Spending their Stipend?

It should be noted that service termination requires prorating the stipend amount and any remaining balance will be returned to the OHRP main sponsored project.

What is the Stipend Amount?

Stipends are allocated as follows:

1. Chairperson: \$2,000
2. Vice-Chairperson: \$1,500
3. Full Members: \$1,000
4. Alternate Members: \$ 0
5. Advisors: \$ 0

Is There a Time Limit on When Affiliated Members Have to Spend their Stipends?

These amounts must be expended in full within 90 days after the HAC member resignation. Any remaining balance will be returned to the OHRP main sponsored project.

What's the Stipend Process for an Affiliated Member?

For MCG, MCGHI faculty and staff or Charlie Norwood VA Medical Center staff serving on the HAC:

1. An account will be established with the Department of Sponsored Program Administration (DSPA).
2. The member will be notified via an email of the account number.
3. The applicable sum as noted above will be deposited into the account semi-annually.
4. The funds in the account may be utilized for the following:
 - a. Research activity
 - b. Travel not supported by the departmental funds
 - c. University business

What's the Process for a Non-Affiliated Member?

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HAC members that are not employed by the MCG, MCGHI or the Charlie Norwood VA Medical Center:

1. A professional services agreement must be completed.
2. Upon receipt of the complete professional services agreement, a check will be issued in the amount as noted above.

Who do I Contact if I Have Questions about the Stipends?

Contact the OHRP Business Manager at OHRP@mcg.edu or 706.721.9346.