

## Reimbursement/SPRS FAQs

### Direct Deposit/Payment Questions

- 1) Q-How are Reviewers paid?  
A-Reviewers are paid by a direct deposit to the bank account that the Reviewer listed as they registered in the SPRS system. A wireless transfer is made from the US Treasury.
- 2) Q-How quickly will Reviewers be paid? What is the payment schedule?  
A-Reviewers will receive a direct deposit within thirty business days after an approved roster is submitted by the SRO to the SREA Office. NIH Office of Financial Management (OFM) sends payments to treasury on a bi-weekly basis.
- 3) Q-How are international reviewers paid?  
A-Non-US/foreigners who have a United States (US) bank account will receive a wireless reimbursement from the US Treasury. Foreigners without a bank account will receive a paper check from the US Treasury.
- 4) Q-What are some common issues with direct deposits?  
A-Certain banks have two routing numbers (i.e., Bank of America and Provident). Reviewers should use the checking or savings account number (an Automatic Clearing House (ACH) account number) and not a wire transfer account number. If you are uncertain about which bank account number is an ACH account number, please consult your financial institution.
- 5) Q-Can a Reviewer input banking information for direct deposit for banks in Canada or any other foreign country?  
A-No.
- 6) Q-Is there a delay in payment for everyone on the meeting roster if one person does not register?  
A-No. The entire roster will no longer be held because someone failed to submit the necessary receipts or is not register in SPRS.
- 7) Q-If the reviewer forgets to submit his/her travel receipts, how will they get reimbursed?  
A-All receipts are to be submitted to the SREA Office within 90 days from the date of the meeting. Payment will be made by World Travel Services (WTS) by a paper check as an after-the-fact exception. Note: receipts submitted after the 90 day period need a justification and will be evaluated on a case by case basis and may not be reimbursed.
- 8) Q-Is payment to a third party allowed?  
A- "Payment to a third party" differs from "Payment from a third party (WTS)." In other words, NIH will not send Reviewers payment to their universities (payment to a third party). NIH payments must always be made directly to the individual Reviewers only.

## Unpaid Reviewers

- 1) Q-What happens if a Reviewer does not receive payment?  
A-If the Reviewer is not registered in SPRS he/she will go into an 'unpaid status' until he/she registers in SPRS. Once the Reviewer complies with the registration, NIH Office of Financial Management (OFM) will pay the Reviewer in the next pay cycle.
- 2) Q-If the Reviewer chooses not to enter a social security number, what is the result?  
A-The Reviewer will not get paid and the payment will be put on an "unpaid status" until the registration in SPRS is complete.
- 3) Q-What would happen if a Reviewer enters a non-residential address into SPRS?  
A-The address will be rejected and the Reviewer will not be paid until the registration in e-Commons is corrected.
- 4) Q-What happens if a payment is sent to a Reviewers old bank account?  
A-The Reviewer must enter the correct bank account for timely payments. The payment will be held by OFM and placed on a 'hold status'. Once the correct bank account is entered in SPRS, the SREA Office can resubmit the payment. Reviewers must update their banking information immediately if it has changed to avoid payment delays.

## SPRS Registering/Editing Information

- 1) Q- Is there any delay time once the Reviewer registers in the SPRS system?  
A-No. The system is updated immediately.
- 2) Q-Will SPRS registration expire?  
A-No. However, the Reviewer must remember to go back in the system to update any information if his/her personal information changes. The Reviewer is responsible for the update and the SREA office cannot do this function.
- 3) Q-Can a Reviewer edit their information?  
A-Yes, they are able to update their residential address, email, and telephone number in e-Commons and banking information in SPRS.
- 4) Q-Will Reviewers receive a confirmation via e-mail upon completing the registration?  
A-No, but after the Reviewers clicks on the Submit button, the page will refresh and they will see on the upper left hand side of the screen, "**Update succeeded**". Afterwards, the Reviewer may log out of the system.
- 5) Q-Can government employees register in the SPRS system?  
A-No.
- 6) Q-What if Reviewers refuse to register in e-Commons and SPRS?  
The Reviewer will not be reimbursed and their consultant services will be considered volunteer.
- 7) Q-Can a business address be entered in e-Commons instead of a residential address?  
A-No. A residential address must be entered at the time of registration. At the end of the year OFM will mail the 1099 tax form to the Reviewer. Due to sensitive information contained on the

1099 form, (i.e., Social Security Number), these forms MUST be sent directly to the Reviewers residential address.

8) Q-Do Reviewers have to renew their CCR registration?

A-No. CCR is no longer being used.

9) Q-If a foreign reviewer has a US Tax Identification Number, will he/she enter it in SPRS?

A-Yes. Some foreign reviewers have US Social Security numbers and some have US Tax Payer ID numbers (TPIDs or TINs). If a foreign reviewer enters a TPID/TIN instead of a Social Security number, his/her registration will be verified by OFM. These registrations are automatically placed on the 'Pending List of Registrations' and they take a little longer to be approved by OFM because of OFM's verification process.

10) Q-How can you check to see if a Reviewer is registered in the SPRS System?

A-A Program Manager in the SREA Office will have access to verify if a Reviewer has registered.

## **1099**

1) Q-How are 1099 forms generated?

A-These forms are generated and mailed out to Reviewers by the NIH Office of Financial Management (OFM) to the residential address that is in e-Commons. Note: only Reviewers who earn \$600 in honoraria payments for that calendar year will receive a 1099 tax form.

2) Q-Is the flat-rate reimbursement paid to Reviewers reported on the 1099 form?

A-No. Only the honorarium received for consultant services.