**Welcome to the 2020 CSBC/PS-ON Summer Research Program!**

Congratulations on being selected to participate in the NCI Systems Biology and Physical Sciences Summer Research Program. The program is sponsored by the National Cancer Institute (NCI) of the National Institutes of Health (NIH), and is coordinated by Leidos Biomedical Research, Inc. The Program provides travel, housing and a stipend to cover living expenses at your research site, as well as travel costs to attend the conference.

Due to the COVID-19 pandemic, most students will be completing the 2020 CSBC/PSON Summer Undergraduate Research Program virtually and the NIH Bethesda conference has been cancelled. Students will receive their stipend for participating in the program virtually.

**Please read the information below carefully for important payment information and confirm receipt of this email at your earliest convenience.**

Attached you will find the following forms that are required to receive your stipend:

1. W-9 (US Citizen status) or W-8BEN (Permanent VISA status)
2. ACH Transfer Authorization

***Stipend Payments:***

In order to pay your stipend, Leidos Biomedical Research, Inc. **MUST** receive:

1. **A complete W-9** (US Citizen status) **or W-8BEN** (Permanent VISA status) form.

The forms are attached. Copies of these forms can also be found at <http://www.irs.gov/>.  If you have any questions as to which form you should complete, please be sure to contact a tax specialist.

1. **Completed ACH Transfer Authorization.**

This form is required for the payment of your stipend and any additional eligible reimbursements. The information provided will allow direct deposit into your preferred bank account. I have attached an example with the required fields highlighted for your convenience.

If you do not have Adobe reader to view the above mentioned PDF forms, you may download it free from [Adobe](http://www.adobe.com/products/acrobat/readstep2.html).

Stipend payments will be disbursed in two installments of $2,000.00 each. One in June and the other in mid-July. The stipend payments will be wired to the bank account listed on the ACH Transfer form from Leidos Biomedical Research, Inc. You will receive a 1099 tax form at the end of 2020 that specifies your Stipend payment.

**Please fill out the W-9 or W-8BEN and the ACH Transfer Authorization forms and return them to me via secure email within 10 days of receipt of the document package. Please be sure that you sign and date the forms.**

If you have any questions regarding these instructions, please do not hesitate to contact Teresita Larida at 301-846-6491 or [teresita.larida@nih.gov](mailto:teresita.larida@nih.gov).