

**Harvard Pilgrim Health Care, Inc.
Harvard Pilgrim Health Care Institute, LLC
*Office of Sponsored Programs***

Policy and Procedure

TITLE: Purpose and Use of Honorarium

PURPOSE:

To inform and guide the research community on the proper use of honorarium.

PERSONS AFFECTED:

This policy & procedure (P/P) applies to all Harvard Pilgrim Health Care, Inc. (HPHC) and Harvard Pilgrim Care Institute, LLC (HPHCI) (collectively, HPHC/I) personnel engaged in research, teaching or research administration activities in support of the charitable and educational mission of HPHC, Inc.

DEFINITIONS (see **GLOSSARY** for meaning of the terms listed below):

An honorarium is a onetime payment/gift for provided services for which the recipient has not asked for compensation and does not provide HPHC/HPHCI with an invoice.

POLICY:

The recipient of the honorarium must have provided important service to our research or teaching efforts. Examples would be: making a presentation, giving a talk, helping to recruit patients, reviewing proposals and/or providing expert advice.

PROCEDURE:

Contact your Office of Sponsored Programs (OSP) grants manager (GM) to check policy applicability prior to services (this should be done even if the GM approved an honorarium payment in the original proposal). Submit a requisition request to Institute Finance along with the person's name, address, social security number and description of the service, prior to services, to obtain a PO number. Once the service has been accomplished, the written request with the PO number and signed by the PI can be submitted to HPHC AP for payment.

REVISION HISTORY:

Department: OSP	Title: Purpose and Use of Honorarium
Effective Date: 12/28/2020	Owner: Director, Office of Sponsored Programs
Reviewed By/On: 12/23/2020	
Replaces P/P Dated: 1/1/2019	
Related Documents:	
References:	
Approved By: Charlotte Johnson	