

Sponsored Staff Role	Definition	Required OSS Documentation	Compensation
Sponsored Employee	Sponsored Employees meet the same definition as "Employee" however, all or part of their salary is paid directly to them by an outside source/third party.	POI Form, Document of External Salary Support, IP Acknowledgement Form, Proof of Funding, Visa information and documents if applicable (I-20, DS-2019, I-797, etc), Quick Registration Form, Government Issued ID	Sponsored Employees receive their compensation from sources outside of the hospital. The alternate source, amount and method of compensation must be documented prior to the start of work. Compensation must meet minimum monetary thresholds to qualify. Personal funds (e.g., money from personal bank accounts) may not be used and cited as a source of salary support.
Collaborator	Collaborators are employed full-time outside of BWH and are working at BWH under the direction of their primary employer/home institution.	POI Form, Attestation of Outside Employment, IP Acknowledgement Form, Visa information and documents, if applicable (I-20, DS-2019, I-797, etc), Quick Registration Form, Government Issued ID	Collaborators are not considered BWH employees and receive all of their salary and benefits from their primary employer (e.g, their home institution
Observer	Observers are purely observing. They do not engage directly in any projects or patient care and are typically only at BWH for a short time.	POI Form, Visa information if applicable, Quick Registration Form, Government Issued ID	Observers may not be paid either a wage or a stipend.
Research Trainee	Unpaid trainees are enrolled in a BWH departmental research training program and must be participating exclusively in a closely supervised research based training curriculum. Trainees are at BWH to gain experience and develop relevant skills in a research environment. They are not actively engaged in providing services to BWH, but, rather, are participating here purely for instruction. Trainees do not yet possess the skills to work independently/as a BWH employee.	POI Form, Research Trainee Letter, Research Training Curriculum, Visa information and documents, if applicable (I-20, DS-2019, I-797, etc), Quick Registration Form, Government Issued ID	Unpaid interns may not be paid any money that may be considered a wage (remuneration in recognition of hours worked or services provided). They may be paid an expense stipend to cover "reasonable expenses" directly associated with their involvement at BWH. Expense stipends should generally not exceed \$2,500.00 a month.