Remuneration of human participants when anonymity is required

The Controller has agreed in cases where anonymous research is required to have an alternate process for the collection of receipts. Accountability of the funds is required, but an alternate process can be used for cases where there is a concern of anonymity.

This process is reserved for studies which have IRB approval and concerns regarding participant anonymity due to the sensitivity of the study.

- 1. Send a memo (template below) to Accounts Payable requesting advanced funds.
- 2. Keep Log (template below) at the project level for three years.
- 3. Ensure a third party witnesses disbursement of funds on your log.
- 4. Return any unused funds.

SAMPLE MEMO

TO: Accounts Payable FROM: Researcher RE: Request for INSERT DOLLARS for Human Participant Compensation from ORG for STUDY NAME

I request \$ AMOUNT from ORG for the purpose of remunerating human participants for their participation in research as approved by the Institutional Review Board (IRB).

We request AMOUNT PER PARTICIPANT X NUMBER OF PARTICIPANTS .

To ensure the protection of human participants' anonymity, while remaining accountable to the College for the cash advanced, I certify that a log will be kept at the project level and will be available for inspection for a period of three years. This log will contain the participant ID number, amount disbursed, date of disbursement and initials of the participant and/**or** signature of a third party verifying the funds have been disbursed. Any unused monies, if any, will be returned to the College upon completion of the study. If no monies are returned to the College, I certify that the amount in its entirety was used to compensate study participants.

EXAMPLE LOG TO BE KEPT AT THE PROJECT LEVEL STUDY NAME

Participant ID	Amount Disbursed	Date Disbursed	Initials of Participant <mark>OR</mark> Signature of Third Party Verifying Disbursement