

## Study Participant Cash Process

Effective June 11, 2012, cash will no longer be provided to study participants unless the study receives a formal exception. The new procedure requires gift cards for study participants. Gift cards are ordered through Study Payments prior to the approval of submission to purchasing.

To determine if the study will be an exception, submit a written request to Melissa Gentile. They will review the request and determine which studies will be allowed to utilize cash to pay study participants.

Include the following information in the written request for an exception:

1. Study name, IRB number and fund number
2. Principal Investigator and coordinator names
3. Brief description of reasons that cash is required instead of gift cards
4. Demographics of study participants which may include the following:
  - Most of the population are adolescent-emerging adults running through age 25
  - Most of the population may be unemployed
  - Some of the population may be undocumented
  - Some of the population may have no identification card/driver's license
  - Some of the population may be homeless/marginally housed

After written approval has been shared with the Principal Investigator, OSP and OSP Accounting, cash for study participants may be requested by e-mail to [StudyPayments@luriechildrens.org](mailto:StudyPayments@luriechildrens.org)

To request study participant cash, complete the Excel formatted request form. The form is completed by the study's coordinator or other staff. This form provides the following information:

1. Department
2. Fund number
3. Amount of cash requested
4. Names of requestor, approver and person picking up the cash

For studies with advance appointments, the patient name or initials and appointment date along with the anticipated payment amount will be provided

For studies with anticipated walk-in participants, the time period for anticipated payments will be listed under "Date of Service/Appt.". (Example: 7/1/12 – 7/14/12)

- The completed request form will be e-mailed to [StudyPayments@luriechildrens.org](mailto:StudyPayments@luriechildrens.org) and an authorized approver must sign the request and be copied on the email.
- Upon receipt and approval of the cash request, an e-mail will be sent to all involved with vouchers to be presented to the bank for cash.

- The vouchers will be valid for 2 business days. If the voucher is not presented by the voucher expiration date, the voucher is voided and will not be accepted for cash.
- A new request may be submitted and if it is approved, a new voucher will be issued.
- The employee getting the cash must present their work ID badge at the Chase Bank location.
- The employee should take precautions to secure the cash upon receipt. The cash must be kept in a locked secure place within the department.
- A log must be submitted detailing the date of distributed cash incentive, amount, subject ID and form of distribution.

### **Contact information**

<b>Name</b>	<b>E-mail address</b>	<b>Phone</b>
Melissa Gentile	<a href="mailto:MGentile@luriechildrens.org">MGentile@luriechildrens.org</a>	312/503-7061
Sarah Harrod	<a href="mailto:lseharrod@luriechildrens.org">lseharrod@luriechildrens.org</a>	312/503-7021
Study Payments	<a href="mailto:StudyPayments@luriechildrens.org">StudyPayments@luriechildrens.org</a>	