

# Study Subject Payments Processing Questionnaire and Approval (Departmental Form)

The University of Colorado pays individuals to participate in various types of studies. Some of these studies involve confidential health-related or human subject research, and those payments must be processed in accordance with federal law (the Health Insurance Portability and Accountability Act of 1996, or HIPAA, which requires protecting the privacy of personal health information) and with the rules and regulations established by the federal Office of Human Research (OHRP) for the conduct of studies involving human subjects. The CU System (PSC) sets forth university requirements for processing study subject payments.

**Please answer the following questions BEFORE you proceed with making any study subject payments or arrangements:**

1) How do you intend on paying your study subjects:

<input type="checkbox"/>	Online Coordinators (3 <sup>rd</sup> party site)	<input type="checkbox"/>	Cash
<input type="checkbox"/>	Gift Card (physical)	<input type="checkbox"/>	Check
<input type="checkbox"/>	E-Gift Card	<input type="checkbox"/>	Other

2) Will your study subjects be non-US persons?

Yes     No

3) Do you have IRB approval yet for these payments are your study? If not, when do you expect approval?

Yes     No

4) What is the total payment that will be made to each participant PER CALENDAR YEAR and PER PAYMENT?

\$ \_\_\_\_\_

5) What will your student subjects be paid for:

\_\_\_\_\_  
\_\_\_\_\_

6) What is the speedtype for your project and the project name?

\_\_\_\_\_

7) What is the total budgeted costs for the subject payments and the anticipated start and end dates of the payments:

Total budget for payments: \$ \_\_\_\_\_ Project's Performance Period: \_\_\_\_\_

**I understand and verify that (check which one that applies):**

Study subject payments to **non-US persons** can only be made by physical check and will require a completed Study Subject Payment form for each payment and a completed W-8BEN tax form. THIS IS THE ONLY METHOD OF PAYMENT ALLOWED. \_\_\_\_\_(initial)

**(Check which one that applies):**

\_\_\_ If making payments thru a **3<sup>rd</sup> party online coordinator**, the company must be able to provide a report that shows who was paid and how much they were paid as support for the transaction. Payments to individuals this way may not exceed \$100 per calendar year. A department pcard must be used to set up this type of account.

\_\_\_ If making payments by **gift card (physical and/or electronic)**, safeguarding and documentation rules apply and you will be financially responsible for the physical cards. Cannot exceed \$100 per payment. Requires a pre-approved Gift Card Program set up with the Controller's office. A department pcard must be used to set up this type of account.

\_\_\_ If making payments by **cash**, the department will set up a Petty Cash Fund for you. Safeguarding and documentation rules apply and you will be financially responsible for the cash.

\_\_\_ If making payments by **check** (WHICH IS REQUIRED FOR ALL NON-US PERSON PAYMENTS), each payment will require a completed Study Subject Payment form for each payment and a completed W-9 tax form.

Reviewed and Approved:

\_\_\_\_\_  
Researcher:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Admin:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Controller's Office Representative:

\_\_\_\_\_  
Date