Human Subject Participation Payment
Create REDCap Incentive Management Checklist

### Step 1 – Add incentive management to project

- Click “Online Designer” within your REDCap project
- Click the “Create” button under “Add new instrument”
- Click “Add instrument here” under your existing payment form
- Create the following new variables:
  - **Type of Payment**
    - Field Type: Multiple Choice – Radio Button
    - Field Label: “Type of Payment” (or similar)
    - Choices: List the types of possible payments – one per line
      - Note: You can add an Action Tag to autofill most likely type/only type.
      - In the “Action Tags/Field Annotation” field, add @DEFAULT= “[insert numeric code for the type you want automatically chosen]”
    - Variable Name: paymenttype
  - **Employee Name**
    - Field Type: Multiple Choice – Radio Button
    - Field Label: “Employee Name” (or similar)
    - Choices: List the names of staff that could purchase incentives – one per line
      - Note: You can add an Action Tag to autofill most likely type/only type.
      - In the “Action Tags/Field Annotation” field, add @DEFAULT= “[insert numeric code for the cardholder you want automatically chosen]”
    - Variable Name: cardholder
  - **Date of Payment**
    - Field Type: Text Box
      - Validation: Date (M-D-Y)
    - Field Label: “Date of Payment” (or similar)
    - Variable Name: paymentdate
  - **Expense Report Number**
    - Field Type: Text Box
    - Field Label: “Expense Report Number” (or similar)
    - Variable Name: expensereportn
  - **Payment Comments**
    - Field Type: Notes Box (Paragraph Text)
    - Field Label: “Payment comments” (or similar)
    - Variable Name: paymentcomments