# Human Subject Participation Payment

## Gift Card Checklist

### Step 1 – Gift Card Request Form and Approval
- Complete the VU Cash Advance & Gift Card Request form and submit to PaymentCardsExp@vanderbilt.edu
- CRDS requires a minimum value of $25/gift card
- End date of study entered in form cannot exceed current calendar year. If study continues past current calendar year, a new request must be submitted in January
- Must be signed by Custodian (the person responsible for purchasing the gift cards – PI/Assistant), Financial Unit Manager, and Business Entity Approver (if applicable)
- IRB approval letter with details regarding the number of participants and payment amounts must be attached (if IRB letter does not include this, please attach outlining protocol)

### Step 2 – Gift Card Purchasing
- The custodian will request the completed participant payment forms (through REDCap Messenger) from the PI based on the agreed upon schedule (weekly, bi-weekly, monthly)
- The custodian will then use a One Card to purchase the gift cards (preferably e-gift) based on the number of payment forms received
  - The preferred gift card vendor is Amazon but gift cards may be purchased directly through vendor (e.g., Starbucks).
  - Note: Visa, Mastercard, etc. are not recommended as they charge processing fees
- If using REDCap (recommended), once the gift card is dispersed, the custodian will input gift card payment information for each participant in the fields provided

### Step 3 – Gift Card Expense Reporting
- The custodian will record all distributed payments in the VU Cash Advance & Gift Card Tax Tracking spreadsheet
  - Note: If using REDCap, this can be auto populated from the information previously inputted.
- Once the One Card charges appear, the custodian creates a reconciling expense report in Oracle
  - Expense Type: Subject Participation
  - Supporting Documentation: VU Cash Advance & Gift Card Tax Tracking spreadsheet (Excel format) and Cash Advance & Gift Card Request Form approval email from Purchasing and Payment Services
- The custodian submits the expense report as quickly as possible