Human Subject Participation Payments

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Types of Human Subject Participation Payments

▶ E-gift Card (sent via Email or SMS)
▶ Physical Gift Card (security protocol may need to be implemented)
   ➢ Mail (either sent directly from vendor)
   ➢ In Person (purchased & distributed by One Card custodian, not CRDS Staff)

▶ VU ONLY:
   ➢ Non-PO Payment (sent via Mail or ACH)
     ➢ Per VU Finance, gift cards should not be purchased or distributed to non-US citizens due to international tax implications. Instead, these individuals should be processed as a Non-PO Payment.
   ➢ Cash Advance (requires prior approval)
# Participant Payment Types Based on Funding

For **VU** Sponsored Project/Funding **ONLY:**

<table>
<thead>
<tr>
<th>Payment Type</th>
<th>Disbursement Method</th>
<th>Time to Receipt</th>
<th>Supporting Financial Documentation Required for ALL Payment Types</th>
</tr>
</thead>
</table>
| E-gift Card        | Email/SMS                    | 2-4 Weeks       | • **Minimum e-gift/gift card amount is $25**  
      |                               |                 | • Only required for Gift Card Payments                                      
      |                               |                 |   • Completed Cash Advance & Gift Card Request form and approval email from VU Finance  
      |                               |                 |   • IRB FAL                                      |
| Physical Gift Card | Mail (by research staff or vendor) | 4-6 Weeks     | • **Payment Form including SSN (unless IRB waived)**  
      |                               |                 |   • SSN is **only** required for payments over $300 and **must** be in the form of a Non-PO Payment.  
      |                               |                 |   • Payment options for amounts less than $300 **do not** require a SSN  
| Physical Gift Card | In person (by research staff) | Immediate      |                                                   |
| Non-PO Payment     | Mail/ACH                     | 4-6 Weeks       | • **Tax Tracking Finance Spreadsheet (Excel)**  
      |                               |                 |   • Monthly for all previous months’ transactions  
      |                               |                 |   • Specific information **required** (IRB number, study name, ID number, visit type, etc.)  
      |                               |                 |   • Participants who are VU employees must be tracked on a separate Tax Tracking Finance Spreadsheet.  

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**Human Subject Participation Payments**
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Pros of Using REDCap

- Secure and HIPAA Compliant
- Widely used for research studies—payment can be integrated into existing REDCap workflow
- Information can be pulled from multiple forms in REDCap to create Tax Tracking Finance Spreadsheets and Payment Logs without duplicate entry
- Data from previous payment forms can be auto filled to reduce completion burden and time for participants while allowing modifications as needed
- Data is either auto filled or typed in, so legibility is not an issue
- REDCap Messenger for secure transmission of payment form PDF and spreadsheets for processing by grants and finance personnel