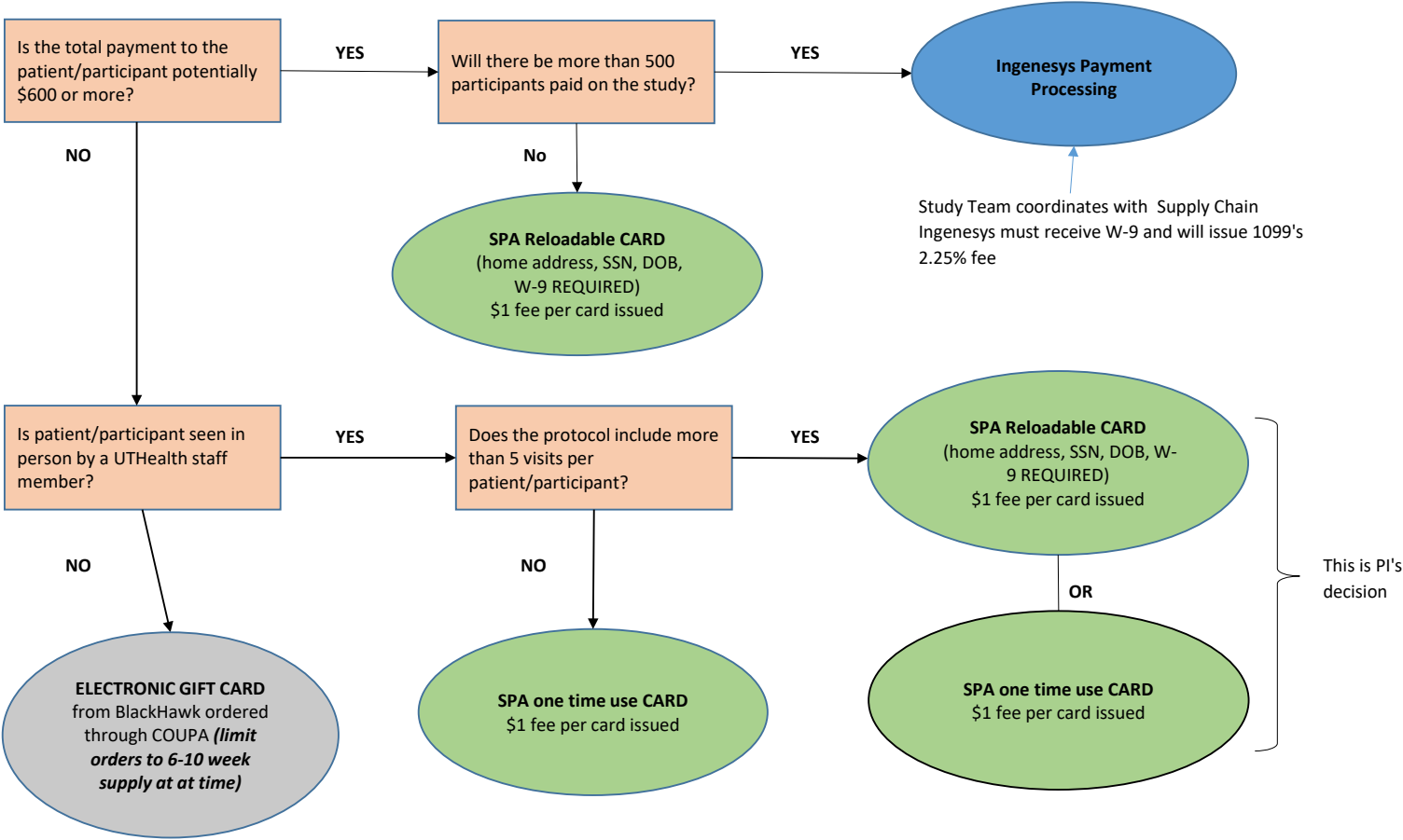


RESEARCH PATIENT/PARTICIPANT INCENTIVES: HOW DO I PAY THEM?

In rare instances, requests to use cash or other gift cards as a patient stipend may be submitted:

1. Prior to study Initiation, PI/Dept submits (via email) exception request and justification to AVP SPA. Include IRB# and START project #.
2. AVP SPA will review with CFO.
3. AVP SPA will return request with approval or disapproval to requestor.
 - Request for Petty Cash: AVP SPA will copy Treasury on approval/disapproval
 - Request for gift cards: dept must attach approval to COUPA requisition.
4. If disapproved, follow the decision flowchart for appropriate payment option.



COUPA routes request to SPA/CRF for approval.

RESEARCH PATIENT/PARTICIPANT INCENTIVES: HOW DO I PAY THEM?

