Study Participants Payments Policy Decision Tree

Determine the method of payment.
All payments should be coded with account number 5136 (Volunteer Subject Payments).

**AP) Accounts Payable**
(An IRS W9 must be received & Processed prior to issuance of any AP checks).

**BO) Bursar Office**

**CP) Cash Payments**

**GSC) Gift and/or Store Cards**

1. The PI (Principal Investigator) or other designee, who has direct knowledge of the research activities, will setup a log with the needed fields as shown in the attached suggested sample log. He or she must approve all disbursements or at a minimum the log of disbursements. Proper monitoring of payments in comparison to study participation and the data collected is essential.

**AP 2) Submit to Accounts Payable the required check voucher form. AP will only issue checks to study participants when a W9 has been received and processed. Dollar amounts that exceed the IRS imposed $600.00 threshold will receive a 1099 for income reporting purposes as explained in the Business Policy.**

**BO 2A) Study participants will be given a payment voucher for their participation in the ongoing study to be cashed at either the Medford, Boston or Grafton Bursars offices.**

**OR**

**BO 2B) The PI (Principal Investigator) or other designee should send a check voucher to Accounts Payable requesting a check to be issued for a specific amount. If after initial payment more funds are needed and the study is lengthy, Accounts Payable will need a signed copy of the log of the monies spent before additional funds will be disbursed.**

**AP 3) AP will setup the vendors and institute payments as requested.**

**BO 3) Responsibilities for obtaining cash, distributing cash and reconciling cash should be properly segregated among different individuals.**

**CP 3) Responsibilities for obtaining cash, distributing cash and reconciling cash should be properly segregated among different individuals.**

**GSC 3) Responsibilities for obtaining gift/store cards, distributing gift/store cards and reconciling gift/store cards should be properly segregated among different individuals.**

**GSC 4) Gift/store cards should be stored in a locked container away from the public.**

**GSC 5) Periodic reconciliations should be conducted to assure proper accounting of all gift/store cards issued to participants.**

**GSC 6) When the study is completed, retain the signed log with the pcard receipts attached to the monthly pcard report where the charges occurred. Also, maintain a record of all unused gift/store cards noting their disposition e.g. - returned to vendor for credit or retained for future studies etc. All of the study’s paperwork should be kept per the University Retention Policy or specific Grant retention requirements (whichever is longer). At the discretion of the Provost office, copies of study payment paperwork may be requested.**

**AP 4) Periodic reconciliations should be conducted to assure proper accounting of all payments to participants.**

**BO 4) Cash should be stored in a locked container away from the public.**

**BO 5) Periodic reconciliations should be conducted to assure proper accounting of all payments to participants.**

**CP 5) Periodic reconciliations should be conducted to assure proper accounting of all payments to participants.**

**CP 6) When the study is completed, payment records along with the study’s other paperwork should be kept per the University Retention Policy or specific Grant retention requirements (whichever is longer). At the discretion of the Provost office, copies of study payment paperwork may be requested.**

Reconciliation Process
Cash: Within 30 days of a study’s completion any remaining cash should be deposited at the Bursars office and send a copy of the deposit slip along with all reports and logs to Accounts Payable for final reconciliation. Additionally, prior to making that deposit, please contact Accounts Payable to be advised of the proper account, DeptID and/or grant information for the deposit slip.