Research Study Participant Payments FAQs

❖ **Accounting**

1. How often must I process the journal entry to reclassify expenses in account 4862?

   The journal entry to debit account 3125 and credit account 4862 for cash and gift cards disbursed must be processed at least once per month.

2. What account numbers are used for study participant payments?

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Description</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>3125</td>
<td>Participant Study Pay – Group</td>
<td>To record actual cash and gift card disbursements. Charges are posted via a journal entry to reclassify expenses from account 4862.</td>
</tr>
<tr>
<td>3130</td>
<td>Participant Study Pay – Individual</td>
<td>To record individual participant checks</td>
</tr>
<tr>
<td>4862</td>
<td>Study Participant Pay - Imprest</td>
<td>To record group participant checks. No F&amp;A. No FSR sent until 4862 charges are transferred to 3125.</td>
</tr>
</tbody>
</table>

❖ **Confidentiality**

1. I am concerned about the confidentiality of my study participant’s information. What identifying participant information must I provide to obtain funds from the Working Fund? Why has this changed?

   A. The Working Fund only needs the information required to process a payment. This includes the recipient’s name and address. Any study participant receiving a check of $100 or greater from the Working Fund must also provide his/her social security number. Any other personal information, including medical information, is not required for payment processing.

   B. The only change to the former policy is the need for the recipient’s Social Security number when requesting a Working Fund check for at least $100. This change is necessary to comply with IRS 1099-MISC reporting.

   C. All Financial Services staff and Management Advisory Services staff have completed HIPAA training and are required to comply with UMB Policy 19.00(A): UMB Policy on Privacy of Protected Health Information.
2. When do I need to include the participant’s name, address, and social security number?

   A. All requests through Accounts Payable require the participant’s name, address, and social security number.

   B. Individual check requests through the Working Fund that are for $100 or more require the participant’s name, address, and social security number.

3. Do I need to include a social security number on a Working Fund request for cash and gift card funds?

   No. Group checks (checks used to acquire cash and gift cards) are payable to a departmental employee. A social security number is not required.

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**General**

1. How do I request a replacement check?

   For lost, stolen, or stale dated checks, please contact the Working Fund or Accounts Payable to place a stop payment and to reissue a check.

2. We use the e-Z Payment Request Form to pay our research study participants through Accounts Payable. Each participant receives a check. How does the new procedure affect me?

   The process for acquiring research study participant payments through Accounts Payable does not change. However, refer to page 2 of the procedures for important information on the requirements for the study participant log and also for 1099-MISC information.

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**Reconciliations**

1. How often must I count cash and gift cards on hand?

   All cash and gift cards must be counted and reconciled at least once per month.

2. I already have a process in place for reconciling the cash/gift cards maintained within my department. Can I continue to use my form, or must I use the one recommended in the new procedure?

   You may continue to use your form as long as the form contains all of the elements included on the Study Participant Reconciliation Template provided by Financial Services.

3. Do I need three signatures on the reconciliation form?

   Yes. The reconciliation must be verified and signed by the preparer, department administrator (or designee), and the Principle Investigator.