Important Note:

The cash used for payments is acquired by cashing a Working Fund (WF) check.

The purpose of this diagram is to provide a brief outline of how to pay research study participants. All departments are responsible for adhering to Policy VIII-99.00 (B): Research Study Participant Payments and to follow the instructions and guidelines described in Financial Services Standard Operating Procedure No. 3706: Research Study Participants Payments.

**Working Fund Method**

Working Fund debits Account 4862 – Study Participant Pay Imprest

1. Department receives authorization from the grant/contract authorizing research study participant payments.
2. Complete the Study Participant Payments Working Fund Request (SPPWFR)
3. Attach supporting documentation and deliver to Working Fund Office – The Saratoga Bldg. Room 02-125
4. Is the form and documentation complete and accurate?
5. Working Fund prepares check and notifies department to pick up check.
6. Designated person cashes check and returns cash to the department.
7. A different person counts the cash, records the amount on the log, signs, and dates the log.
8. Cash is stored in safe or locked drawer with restricted access.
9. Department demonstrates payments to valid recipients by completing Study Participant Log for each disbursement.

Return to Department

10. See Monthly Requirements.

11. Study Ends. See End of Study Requirements.

May 16, 2016