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.

Important Note:

If check payments are for $100 or more, the payee’s address and social security number are required for the Working Fund method. However, the Accounts Payable method requires the address and social security number for all payments.

**Working Fund Method**

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, including the list of payees, and deliver to Working Fund Office – The Saratoga Bldg. Room 02-125

4. Is the form and documentation complete and accurate?

   YES

   5. Working Fund prepares checks and notifies department to pick up checks.

   6. Designated person picks up checks and returns checks to the department.

   8. Department demonstrates payments to valid recipients by completing Study Participant Log for each disbursement.

   9. Study Ends. See End of Study Requirements

   NO

   Return to Department

   7. Checks are stored in safe or locked drawer with restricted access.

May 16, 2016
**Important Note:**

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.

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**Accounts Payable Method**

1. Department receives authorization from the grant/contract authorizing research study participant payments.

2. Complete the e-Z Payment Request Form or PUR02 requisition.

3. Attach supporting documentation, including the list of payees, and deliver e-Z Payment Request Form to Accounts Payable – The Saratoga Bldg. Room 02-123. PUR02 requisitions and supporting documentation are processed through eUMB.

4. Is the form and documentation complete and accurate?

   **YES**

   5. Accounts Payable submits request to the State. Allow 3 weeks for payees to receive the checks.

   **NO**

   6. Checks are mailed directly to payees.

   7. Department demonstrates payments to valid recipients by completing Study Participant Log for each disbursement.

   **YES**

   8. Study Ends. See End of Study Requirements

   **NO**

   Return/Recycle to Department

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May 16, 2016