The Study Participant Payments Gift Card Request Form is used when requesting gift cards from the Gift Card System.

**Step 1: Complete all fields on the Gift Card Request Form.**
All fields are required.

**Step 2: To avoid processing delays:**

- **Include the following Attachments:**
  - Research Consent Form (including the study number)
  - Payment Information Page from the grant/award showing allowable payment information
  - Any supplemental information needed to substantiate payment and amount
  - Analytics printout showing the activity in the project Expenditure Type(Object) 7062

- **Required Approvals:**
  - The Principal Investigator (PI) and the Department Administrator (or Designee) signatures are required and must be two different people.
  - Clearly print/type the names of the PI and the Department Administrator (or Designee) in the appropriate fields and include the date.

**Step 3: Review all documentation and upload into the Gift Card System.**

Email questions to
FS-WF-Giftcards@umaryland.edu

If you need to speak with someone, call Damon West at 410-706-1485.