Making Payments to Research Study Participants

Presenters:
Cindy Lyons, Policies and Procedures
Kenyatta Woolridge, Disbursements

May 22, 2019
Agenda

1. Introduction
2. Policy and Procedure – Cindy Lyons
3. Processing Funding Requests – Kenyatta Woolridge
4. Questions/Discussion
5. Quantum Financials
1. Introduction
2. Policy and Procedure
Policy

• What is a Research Study Participant?
  – A living individual (aka human subject) about whom a Principal Investigator conducting research obtains: 1) Data through intervention or interaction with the individual or 2) Identifiable private information.

• Policy applies to UMB Operational Units (schools, departments, divisions) requesting payments in the form of cash, checks, or gift cards as compensation to research study participants.
Procedure

• Describes process for making payments to study participants
• Assigns responsibilities to individuals and departments
• Defines requirements and controls needed to meet sponsor, UMB, state, and federal regulations
Procedure (cont’d.)

– Similar to the requirement for individual checks, a study participant who receives a gift card with a value of $100 or more is required to provide name, address, and SSN to the department.

– Department is required to submit this information to Financial Services – Disbursements for 1099-MISC reporting.
Procedure (cont’d.)

– The department must submit the spreadsheet to the Financial Services - Disbursements Manager on a monthly basis, no later than the 10th day of the month.

– Email the file to kwoolridge@umaryland.edu via the Accellion Secure File Transfer Appliance.

– DO NOT send files through the regular campus email/mail (i.e. Outlook, Office 365, Interoffice Mail).
Procedure (cont’d.)

• Departments are required to properly secure the study participant’s name, address, and social security number. Review UMB Policy X99.16(A) UMB protection of Confidential Information for guidance on safeguarding personal information.
• What is a 1099-MISC?
  – An IRS form used to report income to the IRS
  – Required when all taxable payments to an individual exceed $600 in a calendar year
  – All payments includes stipends, study participant payments, etc.
  – Be aware that payments processed through Disbursements are combined by tax ID number
Procedure Highlights

• Departments maintain records
  – Study Participant Log
  – Cash and Gift Card Counts
  – Reconciliations
  – Documentation from the grant/contract authorizing funds for payments to study participants
Procedure Highlights Continued

• Options for Compensation:

<table>
<thead>
<tr>
<th>Form of Compensation</th>
<th>Source of Compensation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Working Fund</td>
</tr>
<tr>
<td>Cash</td>
<td>✓</td>
</tr>
<tr>
<td>Gift Card</td>
<td>✓</td>
</tr>
<tr>
<td>Individual Check</td>
<td>✓</td>
</tr>
</tbody>
</table>

• Recipients of checks or gift cards totaling $600 or more per calendar year will receive a Form 1099-MISC

• Name, address, and social security number are required for all participants receiving a check or gift card of $100 or more
• Account Number #4862 – Study Participant Pay – Imprest for group requests

• Initial request for cash or funds to purchase gift cards is charged to the sponsored project ID under Account #4862

• Every month departments must submit a journal entry to credit #4862 and charge the Study Participant Pay – Group account #3125
Procedure Highlights Continued

• Documentation
  – Part of the grant/contract authorizing the payment
  – RAVEN printout showing activity in 4862
  – Consent Form
  – Study Participant Payments Working Fund Request Form
    • If checks are made payable to participants: Include the participant’s full name, address, and SSN (SSN is required if the check ≥ $100)
  – Study Participant Payments Gift Card Request Form
• Consent Form:
  – Outlines remuneration amount or other compensation and procedure, for example, check, gift certificate, transportation.

  – If no compensation is to be offered, then state that participants will not be paid.

  – If this study includes compensation to participants for their participation in the study which is in excess of $600 in a calendar year, include a statement that informs participants that they will be responsible to report this income to the IRS.
Consent Form:

- Purpose and dates of the study

- If the study continues/renews beyond the initial period, an updated Consent Form that includes the new period must be submitted.

- An outdated Consent Form may not be used
Procedure Highlights Continued

- **UMB IRB Documentation** -
  - If a study is shared with another institution, the documentation submitted with the payment request must include the UMB IRB document authorizing the payment.

- All signatures must be original signatures. Electronic, digital, stamped, or photocopied signatures are not allowed.
How to Proceed – 2 Steps

1. Select Form of Compensation:
   Check, Cash, Gift Card

2. Select Source of Compensation:
   Working Fund, Accounts Payable, Gift Card System
## Source of Compensation

<table>
<thead>
<tr>
<th>Sources of Compensation</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Working Fund</strong></td>
<td>Checks are prepared in Financial Services - Disbursements. Departments pick up the check. Allow up to 5 business days after documents have been fully approved by Financial Services - Disbursements.</td>
</tr>
<tr>
<td><strong>Accounts Payable</strong></td>
<td>Checks are prepared by the State in Annapolis. Checks are mailed to the recipient. Allow up to 3 weeks after the documents have been fully approved by Financial Services – Disbursements. 2 methods for UMB Processing: E-Z Payment and PUR02.</td>
</tr>
</tbody>
</table>

1. **E-Z Payment Request Form** – Only for checks payable to participant or vendor (e.g. to purchase gift cards). Usually used when requesting checks for a large number of participants.

2. **PUR02** – Usually used for reimbursements. A PUR02 is entered into the eUMB System by a Requistioner.
Establish the Study Participant Log

• The official record of payments to study participants. The information on the Log should include, but need not be limited to:
  – The total amount and date of each Working Fund or Accounts Payable request related to participant compensation and the initials of the payment verifier
  – The date of each payment
  – Participant signature or initials for receipt of each payment (either on the log or as an attachment to the log)
  – The amount of each payment
  – For any check delivered to a participant by mail, either a copy of the check or a record of the check number, amount and date, and a record of the address to which the check was sent.
### Study Participant Log

**IRB/Protocol #62507322**

**Project ID 12345678**

**WF Request - November 1, 2012**

<table>
<thead>
<tr>
<th>Date</th>
<th>Signature or Participant ID Number</th>
<th>Cash</th>
<th>Gift Card</th>
<th>Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 22, 2012</td>
<td>Michael Smith</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Keith Smith</td>
<td>$50</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Charles Smith</td>
<td>$50</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Brian Smith</td>
<td>$50</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>William Smith</td>
<td>$50</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>$250</strong></td>
</tr>
<tr>
<td>November 23, 2012</td>
<td>Robert Johnson</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>James Johnson</td>
<td>$50</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>$100</strong></td>
</tr>
<tr>
<td>November 24, 2012</td>
<td>Paul Hewson</td>
<td></td>
<td>$50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>David Evans</td>
<td></td>
<td>$50</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>$100</strong></td>
</tr>
</tbody>
</table>

**Dr. Bruce Clemons  11/30/2012**

PI Name: ___________________________

Verification Date: 11/30/2012
Reconcile Payments with the Study Funds Received

• A reconciliation is a formal document that summarizes the funds received, distributed and remaining. Interim reconciliations should be signed and dated by the preparer. Final reconciliations should be reviewed, signed and dated by the preparer, department administrator (or designee), and Principal Investigator.
Reconciliations

1. Count cash and gift cards on hand
   – Complete the **Cash Card Count Form**: 

   **SAMPLE**
   University of Maryland Baltimore
   Cash/Gift Card Count Sheet

   **Instructions: Please fill in the fields shaded blue below.**

<table>
<thead>
<tr>
<th>Department</th>
<th>Working Fund</th>
<th>Check #/GC</th>
<th>Order #</th>
<th>Date of Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash/Gift Card Custodian</td>
<td>Working Fund</td>
<td>Check Amnt./GC Order Amnt.</td>
<td>Time of Count</td>
<td></td>
</tr>
<tr>
<td>Administrator</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Project ID</td>
<td>Name of Counter</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   **BILLS**
<table>
<thead>
<tr>
<th>Value</th>
<th>Quantity</th>
<th>Amount</th>
<th>Denomination</th>
<th>Quantity</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$100</td>
<td>x</td>
<td>0</td>
<td>$100</td>
<td>x</td>
<td>0</td>
</tr>
<tr>
<td>$50</td>
<td>x</td>
<td>0</td>
<td>$50</td>
<td>x</td>
<td>0</td>
</tr>
<tr>
<td>$20</td>
<td>x</td>
<td>0</td>
<td>$20</td>
<td>x</td>
<td>0</td>
</tr>
<tr>
<td>$10</td>
<td>x</td>
<td>0</td>
<td>$10</td>
<td>x</td>
<td>0</td>
</tr>
<tr>
<td>$5</td>
<td>x</td>
<td>0</td>
<td>$5</td>
<td>x</td>
<td>0</td>
</tr>
<tr>
<td>$1</td>
<td>x</td>
<td>0</td>
<td>$1</td>
<td>x</td>
<td>0</td>
</tr>
<tr>
<td>Total Bills</td>
<td>0</td>
<td>0</td>
<td>Total Value of Gift Cards</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

   **RECONCILIATION**
<table>
<thead>
<tr>
<th>WF Request - Check #/GC Order #</th>
<th>Check/GC Order Amount</th>
<th>Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Cash Gifts</td>
<td></td>
</tr>
<tr>
<td>Check/Order request amount</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>Less: Distribution</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Amt Remaining</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>Cash/Gift card count</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Difference</td>
<td>50</td>
<td></td>
</tr>
</tbody>
</table>

   Counter signature/Date
Reconciliations Continued

2. Reconcile count and activity to the original funding

   – You will need the Study Participant Log:
# Study Participant Log

**IRB/Protocol #62507322**

**Project ID 12345678**

**WF Request - November 1, 2012**

<table>
<thead>
<tr>
<th>November 22, 2012</th>
<th>Signature or Participant ID Number</th>
<th>Cash</th>
<th>Gift Card</th>
<th>Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michael Smith</td>
<td></td>
<td>$50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Keith Smith</td>
<td></td>
<td>$50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Charles Smith</td>
<td></td>
<td>$50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brian Smith</td>
<td></td>
<td>$50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>William Smith</td>
<td></td>
<td>$50</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$250</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>November 23, 2012</th>
<th>Signature or Participant ID Number</th>
<th>Cash</th>
<th>Gift Card</th>
<th>Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robert Johnson</td>
<td></td>
<td>$50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>James Johnson</td>
<td></td>
<td>$50</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$100</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>November 24, 2012</th>
<th>Signature or Participant ID Number</th>
<th>Cash</th>
<th>Gift Card</th>
<th>Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paul Hewson</td>
<td></td>
<td>$50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>David Evans</td>
<td></td>
<td>$50</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$100</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Dr. Bruce Clemons  
**11/30/2012**

PI Name  
Verification Date  
---

PI Signature
Reconciliations Continued

3. Complete the **Reconciliation Worksheet**:
### Summary of Activity

<table>
<thead>
<tr>
<th>Date</th>
<th>Cash</th>
<th>Gift Cards</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/22/2012</td>
<td>250</td>
<td>250</td>
<td></td>
</tr>
<tr>
<td>11/23/2012</td>
<td>100</td>
<td>100</td>
<td>200</td>
</tr>
<tr>
<td>11/24/2012</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Distributed**

<table>
<thead>
<tr>
<th>Date</th>
<th>Cash</th>
<th>Gift Cards</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/30/2012</td>
<td>525</td>
<td>25</td>
<td>550</td>
</tr>
</tbody>
</table>

**Total Distributed and Remaining**

<table>
<thead>
<tr>
<th>Date</th>
<th>Cash</th>
<th>Gift Cards</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/30/2012</td>
<td>525</td>
<td>25</td>
<td>550</td>
</tr>
</tbody>
</table>

### Reconciliation

<table>
<thead>
<tr>
<th>Check</th>
<th>Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount</td>
<td>(autofills from above)</td>
</tr>
</tbody>
</table>

**WF Request - Check #15875**

<table>
<thead>
<tr>
<th>Date</th>
<th>Cash</th>
<th>Gift Cards</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/1/2012</td>
<td>1,000</td>
<td>350</td>
<td></td>
</tr>
</tbody>
</table>

- Check request amount $1,000
- Less: Distribution (450)
- Amt. Remaining 550
- Cash/card count 550
- Difference 0

**General Ledger Reconciliation**

- Amount Distributed from Above $450
- Amount Charged to Project General Ledger Account 3125 $450
- Difference 0

---------------------------Note: Any difference not equal to zero requires investigation and corrective action---------------------------

**Instructions: Please fill in the fields shaded blue below.**

Nate Reuss - Study Coordinator
Name & Title of Preparer
Signature of Preparer and Date

Noel Mitchell - Research Administrator
Name & Title of Reviewer
Signature of Reviewer and Date

Dr. Bruce Clemons
Name of Principal Investigator
Signature of Principal Investigator and Date
What to Do When the Study Ends

Note: If the part of the study involving compensation to participants ends significantly earlier than the end of the study project then the best practice is to settle undistributed cash, gift cards, and checks as soon as possible.

• Perform final cash, gift card count

• Reconcile final count and activity with the initial funding

• Process any remaining journal entries needed to clear account 4862

• Return all unused funds within 30 days
What to Do When the Study Ends

Note: If the part of the study involving compensation to participants ends significantly earlier than the end of the study project then the best practice is to settle undistributed cash, gift cards, and checks as soon as possible.

• Returning Funds:
  – Cash is returned by making a deposit at the Cashier’s Office
  – The Cashier’s Office is located at:
    University of Maryland, Baltimore
    Health Sciences and Human Services Library
    601 W. Lombard Street, 2nd Floor
    Baltimore, Maryland 21201
  – Complete the Deposit Summary Form PDF. Instructions for completing the form PDF.
  – Take the Deposit Summary Form and the funds to the Cashier’s Office for processing.
What to Do When the Study Ends

Note: If the part of the study involving compensation to participants ends significantly earlier than the end of the study project then the best practice is to settle undistributed cash, gift cards, and checks as soon as possible.

• Returning Funds:
  – Checks are returned to Financial Services – Disbursements

  • Checks are cancelled by the State and funds are returned to UMB
  • Funds are returned to the project after UMB receives the funds
What to Do When the Study Ends

Note: If the part of the study involving compensation to participants ends significantly earlier than the end of the study project then the best practice is to settle undistributed cash, gift cards, and checks as soon as possible.

• Returning Funds:
  
  – Gift Cards
    
    • Transferred via journal entry to another study
    • Sold back to the Gift Card System (upon approval)
    • Purchased using non-UMB funds (e.g. personal funds). Funds used to purchase the Gift Cards must be deposited at the Cashier’s Office for credit back to the project.
• Notes:

1. The study participant log (or other record showing recipient payments) is required.

2. Count cash and gift cards at least once per month.

3. Reconcile count and activity with the original fund request at least once per month.

4. Compare activity on the reconciliation worksheet with the general ledger activity.
5. Any differences must be resolved. Any unresolved differences must be reported in writing to:
   A. ---Department Chair
   B. ---Dean
   C. ---Director of Management Advisory Services
   D. ---Director of Financial Services
   E. ---Director of Sponsored Projects Accounting and Compliance

6. Account 4862 must be zero within 30 days of the end of the study.

7. Return unused cash, gift cards, and checks

8. Consider making more frequent requests in smaller amounts to reduce the amount of cash or gift cards held in departments
Important Concepts - Review

• Policy and Procedure controls and requirements apply to:
  – All forms of compensation (e.g. checks, cash, GCs)
  – All sources of compensation (e.g. Working Fund, AP, and GCS)
  – All types of physical and electronic delivery methods (e.g. Face-to-face, U.S. mail, email)
  – All study/department locations (e.g. on campus, off campus, remote)
Important Concepts - Review

• Use caution to ensure that the SPP process is used for the purpose intended
  – People
    • Compensate Study Participants (see definition)
  – Funds
    • Used to pay Study Participants for participating in a study as allowed/described in the study documents
Important Concepts - Review

• Validity of the participants – Required by the PI
  – The process for providing reasonable assurance that payments are only made to individuals who are enrolled in the research study. The Study Participant Log must be compared to the research study records to validate that people listed on the log are valid study participants. The method that is used to test the validity should be documented.

  – Referred to under each form of compensation in the Procedure
Important Concepts - Review

• Proper segregation of duties:

– Person A acquires funds and Person B counts and verifies the funds

– A person not directly associated with the study performs the monthly reconciliations

– Funds are stored in a safe or locked drawer
3. Processing Funding Requests
Step 1. Select Form of Compensation

- Individual check payable to the participant
  - Working Fund
  - Accounts Payable

- Cash
  - Working Fund check

- Gift Cards
  - Gift Card System
  - Working Fund check
  - Accounts Payable

<table>
<thead>
<tr>
<th>Form of Compensation</th>
<th>Working Fund Request</th>
<th>Gift Card Request</th>
<th>PUR 02</th>
<th>EZ- Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Gift Card</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Individual Check</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>
Step 1: Select Form of Compensation Continued

• Individual Checks
  – Made payable to participant – never made payable to “Cash”

  – ≥ $100.00 Working Fund check requests must include participant’s name, address, and social security number

  – All Accounts Payable requests for individual checks must include participant’s name, address, and social security number

  – Participants who receive checks totaling ≥ $600.00 during the calendar year receive a Form 1099-MISC
Step 2. Select Source of Compensation

• Working Fund

– Allow 5 business days to process requests
Step 2: Payment Methods Continued

• Accounts Payable

  – Allow 3 weeks for payee to receive check

  – All requests must include payee name, address, and Tax Identification Number

  – Requests for checks to purchase Gift Cards:
    • The original receipt from the vendor where the gift cards were purchased should be retained in the department.
Step 2: Payment Methods Continued

• **Gift Card System**
  – The Gift Card System (GCS) is a web-based application designed for departments to buy gift cards to compensate research study participants. Departments may return unused gift cards that were purchased through the GCS (upon approval).

  – Financial Services – Disbursements and Financial Services – Student Accounting are the central administrative units responsible for the primary functions of the GCS.
Step 2: Payment Methods Continued

- Please allow 7 – 10 business days if requesting cards that are not in the current inventory.
Your gift cards will be available for pickup 2 hours after you receive this email. The University’s Cashier’s Office is located at 601 W. Lombard Street (HS/HSL) 2nd Floor, Monday through Friday between 8:30 AM - 3:00 PM. Please bring your picture ID.

You must print this confirmation and bring it with you to get the following Gift Cards

**18106CC2**

<table>
<thead>
<tr>
<th>Alternate Pickup</th>
<th>Buyer Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kenyatta Woolridge</td>
<td>Cynthia Lyons</td>
</tr>
<tr>
<td><a href="mailto:kwoolridge@umaryland.edu">kwoolridge@umaryland.edu</a></td>
<td><a href="mailto:clyons@umaryland.edu">clyons@umaryland.edu</a></td>
</tr>
<tr>
<td>Med Infectious Disease</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Buyer Conf.##</th>
<th>Sold Date</th>
<th>Buyer Name</th>
<th>Alternate Name</th>
<th>Type</th>
<th>Gift Card</th>
<th>Value</th>
<th>Qty</th>
<th>Fee</th>
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<th>SubTotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>18106CC2</td>
<td>2/25/19</td>
<td>Cynthia Lyons</td>
<td>Kenyatta Woolridge</td>
<td>Giant</td>
<td>#252-MH-E</td>
<td>$10.00</td>
<td>100</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$1,000.00</td>
</tr>
</tbody>
</table>

**100 Total Cards**

**Order Total:**

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
</tr>
</tbody>
</table>

**UMB**

Gift Card Exchange

- 341902378CBFF49D
### Study Participant Payments

**Gift Card Request Form**

<table>
<thead>
<tr>
<th>Requestor Name:</th>
<th>E-mail:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alt. Requestor Name:</td>
<td>E-mail:</td>
</tr>
</tbody>
</table>

**Memo/Description** (List card type and quantity)

<table>
<thead>
<tr>
<th>Requesting Dept. ID &amp; Dept. Name:</th>
<th>Protocol/IRB #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone:</td>
<td>Date:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Account</th>
<th>Project ID</th>
<th>Fund</th>
<th>PCSU</th>
<th>Owner Department</th>
<th>Transaction Department</th>
<th>Program</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>4862</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

By signing below, I confirm that I have read and agree to comply with UMBC Policy VIII 59.00 (B) and Administration & Finance Procedures 5.375G and I acknowledge the Principal Investigator is required to verify, sign, and date the log of all study participant payments. I also acknowledge the Principal Investigator and the Administrator (or designee) are required to verify, sign, and date the reconciliation of the gift cards received, dispersed, and remaining for this request.

<table>
<thead>
<tr>
<th>Principal Investigator Signature</th>
<th>Principal Investigator Name (Please print/type)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department Administrator (or Designee) Signature</th>
<th>Department Administrator or (Designee) Name (Please print/type)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Administrator (or Designee) Signature</td>
<td>Department Administrator or (Designee) Name (Please print/type)</td>
</tr>
<tr>
<td>Date</td>
<td>Title</td>
</tr>
</tbody>
</table>

The University of Maryland, Baltimore is complaint with the regulations and conditions set forth in the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

Gift Card System website: [https://afcf.umd.edu/gcExchange/](https://afcf.umd.edu/gcExchange/)

Questions may be sent to: [FS-WF-Giftcards@umd.edu](mailto:FS-WF-Giftcards@umd.edu)

If you need to speak with someone, call Kenyetta Woolridge at 410-706-2155 or Maurice Cliffon at 410-706-3631.

Page (1) of your Documentation to upload.
IMPORTANT YEAR-END INFORMATION

Wednesday, June 12 – Last day to submit PUR02 to General Accounting

Friday, June 14 – Last day to submit Working Fund Checks and Gift Card requests for Fiscal Year 2019

Friday, June 14 – Last day to submit payment requests to Accounts Payable for Fiscal Year 2019 (Invoices, eZ Payments, etc.)

Friday, June 14 – Last day to submit employee and nonemployee Travel Expense eForms. Hard-copy documentation for nonemployee travel must be received by Financial Services by Friday, June 14.

View the complete schedule of deadlines here: https://www.umaryland.edu/financialservices/announcements/
5. Questions?
Resources

1. Working Fund Webpage

2. Gift Card System Webpage

3. Workshops
Resources

5. Human Research Protections Office (HRPO)

6. HRPO – for Researchers (includes the Investigator Manual)

7. HRPO – For Research Participants
Contacts

• Questions about using the Gift Card System or the policy and procedures:
  – Send an email to FS-WF-Giftcards@umaryland.edu

• Questions about picking up gift cards at the Cashier’s Office:
  – Call the Cashier’s Office at 410-706-7393
Contacts

1. Kenyatta Woolridge, Acting Disbursements Manager
   410-706-2155
   kwoolridge@umaryland.edu
Contacts

2. Damon West, Working Fund
410-706-1485
dwest@umaryland.edu
5. Quantum Financials
Quantum Financials

• New financial accounting system to replace eUMB Financials

• Implementation in October, 2019

• Website: https://www.umaryland.edu/quantum/
Quantum Financials

• Begin to learn the Chart of Accounts and Account Combo structure here:
  – https://www.umaryland.edu/quantum/chart-of-accounts/

• Subscribe to the Elm Weekly for announcements and training sessions:
  – https://www.umaryland.edu/cpa/web-communications/about-the-elm/
Quantum Financials

**General Ledger - COA**

- A Quantum Account will be in this format:
- Object-Source-Org-Activity-Purpose-Function-Unit-Future-Interfund

0000-000-00000000-000000-00000000-000-00-000000

Ex- 3752-105-06203000-000000-00000000-620-00-000000
6. **Next Workshop:**

   **Wednesday, June 26**
   
   10:00 - 12:00

   **Lexington Building Room 4105**

   **Topic:** Entering Travel Expense Forms

   Hands-On. Designed for new Travel Administrators

   Seats are limited.
Travel Professionals Group 2nd Quarter Meeting

Wednesday, June 5
10:00 - 12:00
School of Nursing, Room 130
Quantum Chart of Accounts

Sessions begin in June.
Each session will be the same content.
Multiple sessions will be scheduled to accommodate time and space limitations.

Check the ELM Weekly for notices.