

**COMPTROLLER'S OFFICE  
PROCEDURE TO PAY RESEARCH PARTICIPANT BY CHECK**

1. The participant research compensation must have been a part of the original grant application and included in the grant award budget.
2. Before the start of the research project for which the human research subject participant compensation will be paid, the Principal Investigator (PI) must work with the Compliance Coordinator in the Office of Research, Grants and Contracts to obtain Institutional Review Board (IRB) approval.
3. IRB will review the IRB research application and approve/deny as needed.
4. If the application is approved by IRB, an email will be sent to the PI and Barb Smith (Director of Research Foundation Accounting and Grant Administration) of the approval. The approval email will include the following:
  - a. That the PI's IRB Application has been approved
  - b. That the application included distribution of cash to research subject participants
  - c. The dollar amount approved for each participant for this application
5. The PI will have a vendor set up request form completed by the research participants. The multiple employee/individual/student vendor setup form can be used or the individual form. It is best for a student to put their permanent home address on the vendor form, the check & any required tax forms would be mailed to this address. If a local address is used the department will need to pick up and distribute the check. Accounts Payable cannot mail checks to local addresses.
6. The PI will also have the research participants complete & sign the signature sheet for research subject or survey participant compensation.
7. The PI will send the vendor set up request form & the signature sheet to the grant administrator in the Comptroller's office.
8. An SAP vendor number will be set up by Procurement for each individual and a copy of the vendor set up form with the vendor number will be returned to the grant administrator.
9. The grant administrator will complete a purchase requisition in SAP for the participant research compensation using CI 552685. The student name should be put in the text line and a description of activity for which payment is being made in the header text. Once completed the PI should be notified that the requisition(s) have been completed & they are ready for PI approval in SAP.
10. The signature sheet for participant compensation will be given to the grant accountant for approval of the purchase requisition. Once approved the signature sheet for participant stipends will be taken to accounts payable.