

Research Participant Cash Advance & Reimbursement Information

If you are using the paid research participation pool to run experiments, you can pay participants with your own money upfront and ask for a reimbursement from one of your grants/accounts later, or you can ask for a cash advance from your grant/account before you begin running your study.

Cash Advances

To receive a cash advance: The **PI on the grant or account/payee** must completely fill out the orange Research Participant Payment Cash Advance form with the following information:

- The **name and address of the payee** who will receive the cash advance
 - If the payee has direct deposit set up with the University, they can receive the advance through direct deposit. If not, please include the payee's current mailing address
- The **grant/** account from which the cash advance will be paid (please include the project code)
- The cash advance **amount**
- The valid **protocol number** for the study you are using the advance money for
- The approximate **end date**. Please include the date you will finish running experiments and/or when you think you will use all of the advance money you requested
 - The end date can be an estimate
 - You must close out a cash advance within **10 days** of either running the last experiment or using all of the cash advance money

To close out a cash advance:

- Turn in all research participant payment receipts with **valid social security numbers**
 - If a participant receipt is lost, you cannot be reimbursed for it
 - If a receipt does not have a valid social security number, you **will not** be reimbursed for that receipt
- If the valid research participant payment receipts do not equal the total amount of the cash advance, it is the payee's responsibility to turn in a check for the remaining balance payable to the **UC Regents**. Cash will not be accepted

Reimbursements

To receive a reimbursement for Research Participant payments:

- Fill out a blue Research Participant Payments Reimbursement form
 - The PI on the grant/account and the payee must both sign this form
- Turn in all **receipts** with valid **social security numbers**
 - It is your responsibility to make sure that each participant fills out a research participant payment receipt completely. If a social security number is not recorded, you cannot be reimbursed for paying that participant. The federal government considers research participant payments to be taxable income and participants must provide their social security number in order to be paid
 - It is the PI's responsibility to make sure that everyone who runs experiments for the study collects

the research participant payment receipts

- If you use **gift cards** as research participant payments, you do not need to collect social security numbers because they are not considered to be taxable income
- The **PI on the grant/account** must **sign** at least one human subject payment receipt and include the valid **protocol** number for the study on that receipt for both reimbursements and cash advances
- Please turn in all paperwork within **10 days** of completing the experiment

Questions? Contact the Research participation pool Coordinator. Psych East 1813 •
wwwsubpool@psych.ucsb.edu • (805) 8933182