

Paid Research participation pool Financial Policies & Procedures

It is your responsibility to read and comply with the following policies and procedures, and to make sure that all researchers involved with your project comply. If you fail to do so, it is possible that you may not be reimbursed for research participants' payments, you may be required to partially or fully repay a cash advance, or you may be barred from receiving cash advances in the future. This form includes pertinent information, but is not an exhaustive list of policies.

When turning in forms and receipts, please check to make sure you have included all of the necessary information. Incomplete forms or missing documentation will delay processing of paperwork and increase your waiting time for reimbursements and advances. If you have questions or concerns, please contact the Research participation pool Coordinator.

Requesting Cash Advances:

- Fill out the orange Research participants Payment Cash Advance Request form completely and make sure you have the necessary signatures
- When requesting a cash advance, please include the approximate date that your experiment will end, or the date when you plan to close out the cash advance
- Effective July 2011, no cash advances will be given to undergraduates or to visiting researchers who are not on the PI's payroll. The PI must request the cash advance and retain responsibility for it

Receipts: If you are paying a human subject, they must fill out a research participants payment receipt. If they do not include their **social security number** on the receipt, they **cannot be paid**. If you turn in a receipt without a social security number, you will not be reimbursed for it. If you received a cash advance, you will need to turn in a check payable to UC Regents to make up the difference.

- This is a Federal regulation, not a department regulation. The Federal Government considers humans subjects payments to be taxable income
- It is not necessary to collect social security numbers if you are compensating participants with gift certificates. Gift certificates are not considered to be taxable income

Cash Advance Closeouts: Cash advances must be closed out within **10 days** of completing a study or of using up the cash advance funds, whichever comes first.

- Turn in all of your research participants payment receipts to the Research participation pool Coordinator
- Make sure that all receipts are filled out completely
- Make sure the PI on the grant/account has signed at least one of the receipts and included the valid study protocol number
- You **cannot** receive a new cash advance until you have turned in the necessary paperwork to close out an active cash advance. A payee cannot have more than one open cash advance at a time

Study Protocol Number: A valid study protocol number (also called an IRB Approval Code) must be included on all reimbursement and cash advance forms. It must be an **active** protocol number. You cannot run a study/experiment unless it has been reviewed and approved by the Research participants Committee on campus. If you do not have a valid protocol number, your study will not be activated on Sona.

Paid Research participation pool: Paid studies must be listed in your **paid researcher account** on Sona. To activate your paid account, email the Research participation pool Coordinator.

- If you list paid studies on your regular researcher account, running these experiments will detract from your allotted research hours for the quarter
- During the regular academic year, there is a \$40 activation and advertising fee to use the paid pool. When activating a paid account, the PI on the grant/account who is paying the \$40 fee should email the Research participation pool Coordinator to approve the use of the Paid Account and the \$40 fee
- During the summer, there is no \$40 fee because we do not advertise the research participation pool

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