Student Process for Reimbursement for Human Participants' Compensation in Research Study

Institutional Review Board for Human Participants Research (IRB)

First reach out to your advisor for approval and what account they are reimbursing from.

There are several ways to reimburse participants for studies.

Note these options should be set up in advance of any study.

For online studies with participants, you can have the advisor approve for online sites such as Prolific, MTurk, OpenAI etc. to pay participants. This is to be done in advance of purchase along with Technical Risk Assessment (TRA) https://it.cornell.edu/it-risk-consultation/technology-risk-assessment. Along with 5w's = Business Purpose Once have obtained this information go to your admin support login to site to set up account and admin can put in purchasing card number for processing.

You can pay participants in one of several ways.

1. You can do a cash advance here is the link for that process https://finance.cornell.edu/tools-library/forms/participant-fee-advance

2. You can pay with Amazon Gift Cards – Send request to admin with the number of cards needed the $ Value of each card. Note it is preferred you request these for the end of the study with the exact amount. As they are not nonrefundable if you purchase over the amount needed. You can let your participants know that you will send them at the end of the study. Allow 5 business days for processing. You will be sent the codes to send to the participants.

3. Pay out of pocket and submit for reimbursement. With copy of transactions omitting participant information, date, and amount along with snip it from credit card statements to match dates and amounts distributed.

Submitting a request for reimbursement for Human Participants' Compensation in Research Study, the following information is required.

1. Complete Business Purpose for the Study
   Business Purpose should answer five basic questions. 5 W's

   a. Who is involved in the activity/purchase?
   b. What activity/purchase will be done?
   c. Why the activity/purchase will be done?
   d. When the activity/purchase will be needed?
   e. Where the activity will take place, or where the good/service will be purchased?

2. Excel cover-page: Research Expenses Reimbursement Template (Excel file)

   a) Student Name Requesting Reimbursement
   b) Student ID# Requesting Reimbursement
   c) Student Net ID Requesting Reimbursement

d) Today's Date
e) Faculty Members Name
f) Type of Expense
g) Vendor
h) Date of receipt
i) Number of participants
j) Compensation for each participant
k) Service Fee if Applicable
l) Copy of the actual IRB now required.
m) Total Associated Project **IBR Number** = (Institutional Review Board for Human Participants Research IRB)
n) Any additional information if Applicable
3. Copy of Faculty Member approval email with account number for processing reimbursement
4. Attestation from somebody stating they are "keeping all participant information and payment confirmation on file in a secure location for 3 years."
5. Copy of Receipts and proof of payment. Note to black out participants names and any information on the participants.
6. Send in a copy of the actual IRB as this is now required for processing reimbursement.

NOTE: Please do not send us names and any information on the participants as that is confidential. It is up to the study group to determine who is the person responsible for the attestation of information based on the IRB rules and regulations. Records to be kept for 3 years.

Submit appropriate Administrative Assistant for processing.