

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

### Institutional Review Board for Human Participants Research (IRB)

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

1. Complete Business Purpose

**The Business Purpose should answer five basic questions:**

- 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#
- c) Student Net ID
- d) Today's Date
- e) Faculty 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) Total
- m) Associated Project **IBR Number** = (Institutional Review Board for Human Participants Research IRB)
- n) Notes if Applicable

3. Copy of Faculty 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 Note to black out names and any information on the participants

**NOTE: We do not want the names and any information on the participants. 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 to appropriate Administrative Assistant for processing.