



The University of Georgia

Bursar's Office

Application for Research Participant Compensation Fund

Request for:

Cash: _____ \$ amount requested

Store Value Card:

_____ \$ per card

Expected Dates of Research _____

_____ # of cards

Expected Number of Participants _____

Department Name _____ Account No. _____

Name of Custodian _____ Title _____

Email Address _____

Description of Need for Fund:

Special Instructions:

Location of Fund:

Building Name	Room Number	Telephone Number
_____	_____	_____

This fund and responsibility thereof is issued to the named custodian and cannot be transferred. If for any reason a fund is no longer needed or there is a change in the custodian, this fund must be turned in to the University Cashier, thereby terminating the responsibility of the custodian. If the need continues, a new fund will be issued upon application. Under no circumstance can Research Participant Compensation funds be deposited to any bank account other than the Bank Account established for Research Participant Compensation.

Do not deposit Research Participant Compensation Funds to a personal bank account.

Attach to the "Application" a letter of explanation regarding the purpose of the fund and an analysis justifying the dollar amount requested.

I accept the above stated cash fund with the understanding that I am personally responsible for the proper safekeeping and use of said funds. It is further understood that I will be personally liable for all shortages and uninsured losses.

Signature of Custodian Date

I understand the Research Participant Incentive Payment Policy and I accept responsibility to report any participant receiving more than \$600 during the calendar year. I also understand that failure to report this information may result in tax consequences to the University of Georgia.

Signature of PI Date

I approve the designation of _____ as custodian of the above stated cash fund. It is further understood that I will be jointly liable for all shortages and uninsured losses.

Signature of Dean, Director, or Department Head Date

(see second sheet for instructions)

Approved: _____ Bursar's Office	_____ Date
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Instructions

for the preparation of the Application for Research Participant Compensation Fund

ESTABLISH

To establish a Research Participant Compensation fund, a requesting department is required to complete and submit the following to the Bursar's Office.

- 1) "Application for Research Participant Compensation Fund" form
- 2) Attach to the "Application" a **letter of explanation** regarding the purpose of the fund and an analysis justifying the dollar amount requested. (If this is for a change in custodian, the letter should also note that funds are in balance at the current time.) The custodian and the department head should sign this letter.

Upon approval, the Bursar's office will make arrangements to issue the funds to the requesting department. This initial advance **is not charged** to your departmental account, but is maintained as part of the overall cash account of the Bursar's Office. This fund must remain intact either in cash, cards or in a combination of cash and authorized receipts for purchases. Research Participant Compensation funds may be used only for payment of Research Participant payments. The custodian of the fund is responsible for enforcing the University purchasing regulations in making expenditures from this fund and is also responsible for insuring that the funds are adequately safeguarded. This fund should always be held separately and should not be commingled with personal money. Any overage or shortage should be reported to the Bursar's Office immediately.

REIMBURSE

To reimburse expenditures which have been made from the Research Participant Compensation fund, the fund custodian should prepare a check request and a Research Participant Compensation voucher envelope listing each individual receipt for which Research Participant Compensation funds were disbursed on the outside of the envelope. The envelope containing the Research Participant Compensation receipts and the check request made payable to the custodian indicating a charge to the appropriate departmental account number should be submitted to the Accounts Payable Travel and Encumbrance Department. In preparing the check request, be sure to show the words "RESEARCH PARTICIPANT COMPENSATION" by the custodian's name and under the description part state "to reimburse Research Participant Compensation per attached Research Participant Compensation voucher envelope." Upon approval, a check will be prepared and mailed to the custodian for the amount of the reimbursement.

CLOSE

To close a Research Participant Compensation fund when the fund is no longer required, or the custodian is changing jobs or leaving the University, the custodian is responsible for returning the money and or unused stored value cards. Upon receipt of the funds, the Bursar's Office will issue a receipt relieving the custodian of his/her responsibility.