



Compensation for Participants

Gift cards or tangible prizes for IRB participants may be purchased using the procedure below.

To provide a participant with a gift card, the following documentation must be obtained. The compensation should be kept to a \$100 maximum.

- 1) Purchase the gift cards. The Loyola faculty or staff member initiating the study may request a cash advance prior to purchasing the gift cards or seek reimbursement. If reimbursement is requested prior to recipient documentation being received, the payment will be recorded as an advance. The university credit card may not be used to purchase gift cards.
- 2) If distributing gift cards, [a sign-in sheet](#) must be kept that each participant who receives compensation must sign or initial. If compensation is electronic, an e-acknowledgment of receipt of gift card is allowed instead of a sign-in sheet. Detailed procedures for ensuring participant anonymity will be needed.
- 3) To close out the advance, the following must be submitted to Financial Affairs within 10 days of distribution of all gift cards:
 - Completed sign-in sheet.
 - If blind study, an identified third party may sign the sign-in sheet documenting the distribution and when each card was distributed.
- 4) If tangibles are purchased through the usual university purchasing process, no sign-in sheet is required for items under \$100/ea. A sign-in sheet will be required if the tangible item costs above \$100.

Participant compensation may be taxable. Students should **never** be responsible for the collection of W-9s! This responsibility, when needed, would be the responsibility of the Principal Investigator (PI). Do not collect W-9s without first checking with the IRB and/or Finance Department regarding whether this is a necessary step. For gifts below \$100 a W-9 may not be required. However, please confirm with the University Accounts Payable Manager prior to collecting any W-9 Forms.