College of Education Process for Using Tango for Human Subjects Incentives

Temporary Approved Procedures while awaiting official University HBP Update

FOR REQUEST:

Send request to appropriate department or Dean's Office contact. Contact will establish Purchase Order (PO) for Tango request for a period of six-months or less. Dates of PO cannot be outside account begin and end dates.

The Purchase Order should include the following information:

1. PI Name and EID
2. IRB protocol number
3. Start date / End date of PO

For creating a Tango Account: PI should follow the VPR Tango instructions for setting up a Tango Account [Steps 1 – 3]. Tango Account must be in faculty PI or faculty advisor's name (matching account setup for authorized signer and IRB application).

Requestor will ask for an invoice from Tango to fund PI Tango account with the funds needed within the six-month period. Requestor will return the invoice to their COE Contact for payment and processing.

DURING THE STUDY:

PIs will be required to ask participants if they expect to receive $600 or more in a calendar year from UT Austin (the entire University – not just this study). If any participant answers yes to the $600 question, the individual must complete an Individual Participant Receipt form that must be provided with documentation for reconciliation. That individual will either sign (physically or electronically) the individual receipt form or send an email confirming receipt of the incentive. The form and information entered on the form will still be required, the email will serve as signature replacement if needed.

Included with the reconciliation documentation, the PI will include a statement that all participants were asked the question and will confirm participant responses as either no (no further documentation needed) or yes (include the individual receipt form for that participant).

FOR RECONCILIATION:

Reconciliation must begin no later than 6 months after Tango account is funded and will be due within 30 days after the end date of the PO.

Documentation Support Required:

1. Summary Reconciliation Sheet
2. Tango "Order History" – download record of payments distributed during the time period related to the particular PO
3. Email from PI confirming responses of participants.
4. Individual Participant Receipt form(s) (if applicable). See above "During the

Study”.

5. VP1 Cover page(s). If you have multiple VP1s per PO, you must reconcile all for that PO.
6. Approved IRB Letter (including exempt letters)
7. Blank Individual Consent Form and/or Approved Protocol
8. Documentation of refund (if applicable). This may be included with the VP1 later, as the refund may occur after the required reconciliation period.

If a balance remains after reconciliation, request a refund from Tango for the remaining balance. This request and refund receipt (VC1) should be uploaded as part of the VP1 document support in IRS.

Obtain signatures and route accordingly for the Chief Business Officer signature.