Research Study Participant Compensation Flow Chart

Method of Participant Compensation for Non-Employees

Electronic Gift Cards

- Apply for cash advance (approves internally)

Internet study?

- NO: Participant must sign individual receipt and provide email address
  - Provide Admin with receipts and email addresses
  - Admin issues gift cards to participants, they have 30 days to redeem
- YES: $25 participant must sign via DocuSign or PI uses TangoCard with one time fee.
  - Provide Admin with DocuSign signatures or work with Admin to set up TangoCard acct.

- Turn in all receipts for reconciliation within 30 days of the CA expiration (PI signature required)

Method of Participant Compensation for UT Employees

- International student worker? Can’t exceed 20hr appt - must waive compensation.
- (International student non-worker? Must check with international office for approval)

- Employee completes Individual Receipt Form
  - PI compensates employee with either Cash or Physical Gift Cards

Physical Gift Cards

- Apply for cash advance (approves internally)
  - Use Admin’s Procard to purchase gift cards locally

Cash

- Apply for cash advance (approves externally)
  - Deposit funds in bank or store in secure location
  - Distribute to participants and collect receipts

Department of Kinesiology & Health Education
May 2019

Apply for cash advance (approves internally)