Research Study Participant Compensation Flow Chart

Methods of Participant Compensation

Electronic Gift Cards (Tango)

The following language must be added to your cover letter or consent form. The revised letter must be submitted to IRB:
Please note, by agreeing to take our survey you confirm that you do not expect $600 or more (not including your paycheck) from The University of Texas at Austin for the current calendar year. If you do not meet this condition and wish to participate, please contact XXXXX

Any participant who answers yes must sign an individual receipt form via DocuSign

Apply for Cash Advance by submitting request for cash advance, IRB protocol, approval letter, consent letter and screenshot from IRB website showing dates of IRB approval.(approves internally)

Work with Admin to set up and fund Tango account
Note: **Tango cards must be distributed within dates of Cash Advance**

When participant payments are complete or on the Cash Advance expiration date*, provide admin with signed individual receipt forms (if applicable) and a distribution report from Tango.
***For 26 accounts (grants through OSP) funds must be distributed within 30 days.**

Admin will request a refund from Tango for all unused funds.

Note: The Tango reconciliation is not considered complete until the refund hits the account. This process may take up to 30 days.

Physical Gift Cards

Apply for Cash Advance by submitting request for cash advance, IRB protocol, approval letter, consent letter, and screenshot from IRB website showing dates of IRB approval.(approves internally)

Once cash advance is approved, use Admin's Procard to purchase gift cards locally

Ask participants whether they anticipate earning $600 or more (not including payroll) from UT Austin within the calendar year.

If yes, participant should fill out individual receipt form

If no, participant should fill out multiple participant receipt form

Distribute gift cards to participants and collect multiple and individual receipt forms
Note: **gift cards must be distributed within Cash Advance dates**

When finished distributing funds or when the Cash Advance expires, turn in all receipts for reconciliation (PI signature required). Any unused funds must be returned to the university by check

Cash

Apply for Cash Advance by submitting request for cash advance, IRB protocol, approval letter, consent letter, and screenshot from IRB website showing dates of IRB approval.(approves externally, **takes 10 business days**)

Funds will be deposited into personal bank account.
Note: Non-payroll Direct deposit must be set up in order to receive funds. Even if funds are deposited early, **payments must be distributed within Cash Advance dates**.

Ask participants whether they anticipate earning $600 or more (not including payroll) from UT Austin within the calendar year.

If yes, participant should fill out individual receipt form

If no, participant should fill out multiple participant receipt form

When using Venmo and/or Paypal to distribute cash advance funds, the PI must obtain confirmation that the payment was sent and that it was received.