



<b>Policy Number:</b>	2.023
<b>Originating Office:</b>	Financial Affairs
<b>Responsible Executive:</b>	Vice President of Financial Affairs
<b>Date Issued:</b>	10/13/2011
<b>Date Last Revised:</b>	10/13/2011

# Cash Payments to Research Participants

## Policy Contents

<b>I. Reason for this Policy.....</b>	<b>1</b>
<b>II. Statement of Policy .....</b>	<b>1</b>
<b>III. Definitions.....</b>	<b>2</b>
<b>IV. Procedures .....</b>	<b>2</b>
<b>V. Related Documents, Forms and Tools.....</b>	<b>2</b>

## I. REASON FOR THIS POLICY

Establish guidelines regarding cash payments to research participants at the University of South Dakota in order to ensure the payments follow University guidelines and that sufficient documentation of payments is completed.

## II. STATEMENT OF POLICY

1. When cash payments are made to research participants, each cash payment must have a documented receipt that includes the amount of the cash payment, the date the payment was made, and the signature of the participant.
2. The request for the funds must include:
  - The page from the approved grant that allows the use of cash payments to participants
  - A brief description of the study
  - Intended participants
  - Amount to be paid to each participant.
3. The maximum amount of cash that a department can hold at any time is \$5,000.

---

### III. DEFINITIONS

Not applicable

---

### IV. PROCEDURES

The required documentation listed above must be attached to a direct pay document within Banner using First Bank and Trust as the vendor. The request should include details on the preferred denomination of the funds (i.e. \$50 bills, \$20 bills, \$10 bills, etc). The Accounting department will withdraw the requested cash from the bank and contact the department when the cash is ready to be picked up.

It is suggested that the department purchase a three part NCR receipt book to allow one receipt for the department, one to submit to accounting, and one for the study participant. If you choose not to purchase a receipt book, a spreadsheet that includes the amount of each cash payment, the date the payment was made, and the signature of the participant will be accepted as documentation.

If the confidentiality of the grant does not allow the name and signature of the participant to be provided, it is suggested that a participant number and/or initials be provided with the date and amount of the payment.

When requesting reimbursement to replenish the cash paid to participants, include the above outlined receipts and the page from the grant that allows the use of cash to participants. Please allow one week for processing of the request.

---

### V. RELATED DOCUMENTS, FORMS AND TOOLS

Not applicable.