Human Subject Payments Procedures
College of Optometry

Introduction
Volunteers who participate in research projects are commonly compensated for their time and inconvenience. There are several ways to pay human research subjects. This procedure outlines how to process each kind of payment in the OSU financial system. For more information on the human subject payment policies, please consult the College of Optometry’s Payments and Reimbursements to Human Subjects standard operating procedure (SOP-17).

The methods for paying human subjects are:

1) Petty cash
2) Check drawn on a human subject checking account
3) Check cut by Accounts Payable (OSU or OSP)
4) Gift card (physical or electronic)
5) ClinCard
6) Non-cash forms of payment

The methods of payment available and the procedures may differ depending upon the source of funds used. The procedures are divided into those to use when making payments using Office of Sponsored Programs (OSP) projects and when using non-OSP sources of funding.

Following these procedures is a list of all documents referenced, as well as a flow chart to determine which methods of payment are appropriate.

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Funding from OSP Projects

Petty Cash - OSP

The most common form of payment to human subjects is cash. The establishment, replenishment, and monitoring of petty cash is strictly regulated by the university.

Establishing a new petty cash request

- Complete Human Subject Petty Cash Fund Information Sheet (PR-HS1) for total petty cash request needed. The form is available on the OSP website.
  - This form is the authorization from the dean that allows the PI to have up to a specified amount of cash on hand for the project, but no more.
  - Large requests for petty cash (several thousand dollars) will require special approval within the Office of Sponsored Programs and will increase the turnaround time.
- Attach signed form to the eRequest. The Procurement Manager will request that s/he be notified when the check is ready for pickup from Accounts Payable.
- Include the protocol number and PI’s name in the business purpose.
  - Checks cannot be made to a non-employee graduate student. Only the person whose name is on the check may cash it. Generally the check should be made to the PI. Check with Grants and Contracts Administrator for exceptions.
- Accounts Payable will cut the check and notify the Procurement Manager.
- The petty cash disbursed will appear in the commitments in the PI Portal until OSP has evidence of proper usage of the cash.
- Please note that obtaining petty cash takes time. Allow a minimum of two weeks for your petty cash to be available.

During the study

Each time a payment is made to a research subject, s/he should sign a Human Subjects Payment form, which is to be maintained by study personnel in a study payment binder. Regardless of the source of funding, you must always have this form signed, as this is the only proof you have that the payment was actually made appropriately.

In the event more petty cash is needed

- To replenish cash reserves to keep up to amount originally authorized on the PR-HS1:
  - Submit an eRequest for the amount spent to date and attach the Human Subject Account Reimbursement Form showing that same spent amount
  - Accounts Payable will cut a check for that amount
  - Note that the total amount of cash on hand will never exceed the amount authorized in the PR-HS1
  - A lesser amount may be requested. Make a note in the comments section to verify that this is the request.
  - The petty cash commitment on the project will be reduced by the amount reported spent on the usage log; the used amount moves to expenditures, leaving any unspent amount as a commitment, which is also increased by the amount of the replenishment.
- If the project is using the cash faster than anticipated and the PI wants to keep more on hand than the amount originally authorized by the dean on the PR-HS1:
Submit an eRequest and attach the Human Subject Account Reimbursement Form and a new PR-HS1 authorizing an additional amount of petty cash. The eRequest amount should be for the replenishment (to replace usage log-proven expenditures) plus the new additional amount.

It is strongly recommended that the PI track petty cash usage for each eRequest made using separate usage logs.

In the event the OSP project number changes

For awards that span multiple years but which receive a new project number each year, unspent petty cash commitments must be moved to the new project and expenditures booked to the ended project.

- To move the commitment without replenishing funds
  - The PI must send an email request to the Financial Services accountant at OSP. Include the Human Subject Account Reimbursement Form. OSP cannot accept the request from anyone other than the PI.
  - The amount spent per the usage log will be added as an expense on the old project number.
  - The remaining commitment will be moved to the new project number.

- To move the commitment and replenish funds simultaneously
  - Submit an eRequest using the new project number in the chartfield for the amount spent on the old project number. Attach the Human Subject Account Reimbursement Form. Add a comment asking that the unspent balance be moved to the new project number.
  - The PI must also send an email to the Financial Services accountant requesting that the unspent funds be moved to the new project. OSP cannot accept the request from anyone other than the PI.
  - OSP will transfer the unspent commitment to the new project and add the replenishment to the commitment, bringing the total petty cash amount on the new project to the amount authorized on the PR-HS1.
  - Accounts Payable will cut a check for the replenishment amount.

At study conclusion

- The PI must complete and sign the Human Subject Account Reimbursement Form. Do not include subject names on this form.
  - The total value of the unspent cash plus the documented spent cash must equal the disbursed amount. Any discrepancies are the responsibility of the college and cannot be charged to a sponsored project.
  - Note that the Human Subject Account Reimbursement form is a log transferring de-identified information from receipts signed by the subjects for each visit. The log is not a replacement for receipts signed by the subjects.

- Hand-carry any unspent cash and the form to the Financial Services accountant (as of 2019, Sarah Jackson).
  - Ask for a receipt when unspent funds are returned and add this to your financial records.
  - The amount reported on the usage log will be charged as an expenditure to the project, and the commitment (which equals the cash returned) to the project will be eliminated.
  - If no cash remains at the end of the study, the signed form may be emailed to OSP.
Check Drawn on Human Subject Checking Account - OSP

To open a human subject checking account on an OSP project, the PI must obtain OSP approval, then work directly with the OSU Office of the Treasurer. After the Treasurer receives all the required information, it should take approximately 10 days to open the account and receive the printed checks. Accounts are established with First Financial Bank, which emails the account custodian a daily activity summary. Accounts can be closed electronically.

Establishing a new checking account

- Send to the Financial Services accountant at OSP a completed Human Subject Petty Cash Fund Information Sheet (PR-HS1). Be sure to select the “check” option under Human Subject Payment Method. OSP will forward the form and approval to the OSU Office of the Treasurer.
  - Send request to Treasury to open a new account:
    - Include copy of the signed PR-HS1, a list of names and email addresses for each signer on account, driver’s license copies for each signer, and preference for single or duplicate checks
    - Mail to:
      - The Office of the Treasurer
      - 1590 North High Street, Suite 400
      - Columbus, OH 43201
      - c/o Amy McMahon (614-688-4118; mcmahon.100@osu.edu) or Jeff Rayis (614-247-6854; rayis.2@osu.edu)
  - Check printing is expected to be less than $50 for 200 checks and will be automatically deducted from the account.
  - OSP will transfer the amount requested to the account.

Replenishing a checking account

- Request a replenishment of funds in the same manner as petty cash.

Check cut by Accounts Payable - OSP

To ensure confidentiality for human subjects, the process of paying a subject by check from Accounts Payable is partly manual.

To pay US Citizens or resident aliens

- For non-OSU employee subjects, hand deliver the paper copy of the completed Vendor Setup Form to the Optometry Business Office.
  - The form is available at https://busfin.osu.edu/document/vendor-setup-form.
  - The Procurement Manager will obtain the vendor ID by submitting the documentation to OSP Accounts Payable.
- Accounts Payable sets up the vendor ID and sends the identifier to the Procurement Manager.
- The Procurement Manager sends the vendor ID to the requestor, who can then enter an eRequest for payment to that vendor ID. For OSU employees, use the employee ID number. The requestor should not enter any identifying information other than the vendor ID or employee ID number in eRequest. Visit dates must be included in the comments. See sample eRequest language below.
To pay nonresident aliens

Before a nonresident alien can be paid more than $100/year/protocol, it is critical to determine if s/he is allowed to receive payment. The process below is used to allow Accounts Payable to make the determination. Investigators must determine whether a subject can be paid before they are consented.

Hand deliver to the Procurement Manager a paper copy of the subject’s passport and visa. Also include the Nonresident Alien Payment Request form (required), the correct W-8 (see Foreign Entity W-8 form) (required), and Compliance Form for Payments to B or W Visa Holders (if applicable). Subjects will be sent a link to the GLACIER system where they enter further required documentation. Subjects who choose not to use the GLACIER system can be paid, but a portion of the payment will be withheld for taxes. The W-8, Nonresident Alien Payment Request form with visa and passport copies, and Compliance Form for Payments to B or W Visa Holders (if applicable) are required for each payment request made. If the subject does not have a social security number, it is acceptable to leave that field blank.

OSP Accounts Payable will send the Procurement Manager the assigned vendor ID. If a vendor ID cannot be assigned, payment to the subject cannot be processed. The requestor will be notified in this situation.

To establish a blanket eRequest for multiple unknown subjects

When it is anticipated that multiple individuals will need to be paid via Accounts Payable, a blanket eRequest may be established. Use an estimate of the total amount to be paid to all the subjects. Depending on the volume of subjects seen, there are two recommended methods for requesting that payments be made to subjects seen:

To pay a single subject/low volume studies

• Give the Procurement Manager a paper copy of the Vendor Setup Form to have a vendor ID assigned (for non-employees). Wait for vendor ID numbers to be assigned.
• Add a new comment to the eRequest with the vendor ID number (non-employees) or employee ID (OSU employees), along with the visit dates and amount to pay, and inform the Procurement Manager, who will process the request for payment in the financial system.

To pay multiple subjects/high volume studies

• Where vendor IDs have already been set up or for employees, create a comment in eRequest noting visit dates with amount to pay and any already available vendor ID or employee ID numbers.
• For non-employee subjects who have not been set up as vendors, create a comment as above with a note that new vendor IDs are needed and deliver the Vendor Setup Form(s) to the Procurement Manager quickly along with a spreadsheet of visit dates and payment amounts.

Sample eRequest language

Description: “Blanket request for checks for research study participation payment”

Vendor/Payee Information: “Per OSP policy, subject names are not listed for confidentiality; payments will be entered separately into financial system”

Business purpose: “Research participation payments for protocol 201xH0xxx. Names not listed for confidentiality purposes. Insert title of the study.”

Updated 3/28/2019
Comments:

New vendor on blanket: “New vendor; visits on mm/dd/yy, mm/dd/yy for total of $xxx”
Existing vendor: “Vendor #123123 visit on mm/dd/yy, mm/dd/yy for total of $xxx”
OSU employee: “Employee #12345678 visit on mm/dd/yy for a total of $xxx”

(Procurement Manager will add new comment with the voucher number and amount paid on each voucher)

Gift Cards - OSP

Gift cards (physical and electronic), like all other forms of payment to human subjects, require subject signature on a Human Subjects Payment Receipt (or substantially similar form). For electronic gift cards sent electronically to subjects, the receipt consists of a copy of the email with the subject’s email address shown. If possible, the “request a delivery receipt” function can be used to provide further verification that the subject received the gift card.

To order gift cards, complete an eRequest. OSP places these orders using their credit card. OSP will manually place a commitment on the project. The PI or delegate will likely need to request that the commitment is relieved after the gift card order is fulfilled.

At the end of an OSP project, the cost of any unused gift cards must be credited to the sponsored research project. The college will buy the cards via journal entry. If an award is continuing but the sponsored project received a new project number each year, the value of any unused gift cards can be moved to the new project number via a journal entry. Submit the usage log with the journal entry.

Unused gift cards that the college owns may also be purchased for use on a study using a journal entry. Work with the Procurement Manager or Grants and Contracts Administrator for any of these kinds of expense transfers.

Note: The Human Subject Account Reimbursement form used to report gift card usage is a log transferring de-identified information from receipts signed by the subjects for each visit. The log is not a replacement for receipts signed by the subjects, which are required, except in unusual circumstances. See the Grants and Contracts Administrator if there is a perceived need not to obtain signed receipts. In these instances, the signatures of two study staff present at time of payment and the Chief Administrative Officer are required on the receipt.

It is strongly recommended that the PI track gift card usage for each eRequest made using separate Human Subject Account Reimbursement forms.

ClinCard - OSP

The ClinCard program, which is managed by OSP and utilizes the company Greenphire, allows human subjects to be issued reloadable gift cards. It is only available using OSP funding. There is a charge to establish an account for a subject and to load a card. This option is useful when there are many payments to each subject and where the payment amount per calendar year would otherwise require payment using Accounts Payable (for US Citizens and resident aliens only). ClinCard payments may not be used when it is expected that more than $100 per subject per calendar year will be paid to a non-resident alien; such payment must be made and approved by Accounts Payable. These kinds of payments may violate subjects’ visa restrictions.
To set up ClinCard payments, send to the Senior Director of Financial Management at OSP (as of 2019, Jeff Kemper) a request to set up a ClinCard account along with the study protocol number and project number. The requestor will be asked to complete a spreadsheet showing the visit schedule and payment amounts for visits. With IRB approval, payment for multiple visits may be combined to reduce the number of times a card must be loaded (and thus reduce the cost of using ClinCard). The requestor will be given a link to the study’s ClinCard management website with the visit and payment schedule provided on the spreadsheet.

Sealed envelopes with zero balance debit cards will be provided to the PI. To issue a card to a subject:

- Obtain a completed Vendor Setup Form from each subject. Where payments are expected to be less than $500 per subject per calendar year, the social security number and date of birth should not be provided.
- Photocopy the front of the sealed envelope showing the card number.
- All subjects must sign a ClinCard Participant Receipt Form upon receipt of the sealed envelope with the card.

To establish a new subject’s card or to reload a card:

- Enter the information from the Vendor Setup Form into the ClinCard management website.
  - For studies paying less than $500 per protocol per calendar year, only the subject’s name, study status, study name, and site must be completed.
  - For studies paying more than $500 per protocol per calendar year, also enter the address, Social Security Number, and date of birth. NOTE: Vendor Setup Forms with these data must be treated as restricted per OSU data security policy.
    - Greenphire verifies that the social security number matches federal records.
- Request payment by selecting the appropriate option from the visit schedule. It is also possible to request a manual payment that is off-schedule (i.e. when a subject misses a visit that is rolled into a multi-visit payment).

After the Vendor Setup Form and the ClinCard Participant Receipt Form (provided upon request by OSP Financial Services) are completed, the subject does not sign any further receipts. If a subject loses a card, it can be replaced (a replacement fee will be charged to the project). Greenphire tracks total payments to subjects and is responsible for issuing any taxation information.

No commitments will appear in the PI Portal for ClinCard use. Each payment made will appear in the expenditures with the subject ID number.

The PI must maintain the Vendor Setup Form and the ClinCard Participant Receipt Form in the study documentation. Neither form should be sent to OSP. Vendor Setup Forms with social security numbers and dates of birth are restricted information and must be secured appropriately.

Several subject activities will incur a fee charged to the subject’s ClinCard. Subjects should be warned of these charges when issued the ClinCard.

- A card not experiencing any activity for 6 months will incur a monthly $3 fee. Any use of the card, including adding funds, resets the 6 month period.
- ATM withdrawals incur fees, which vary by location.
• A fee is charged if a paper statement is requested. Instead, subject can always check his/her available balance online or by calling Customer Service.
• A subject’s card will be charged a replacement fee if the subject requests a replacement through Customer Service. Instead, subject should ask study site to replace card.
• Requesting a check through Customer Service to remove funds from the card.

Non-Cash Forms of Payment - OSP
Subjects may be given non-cash forms of payment for their participation in a study. Some examples are t-shirts, small toys, or vouchers for free items at local restaurants. Some items may be distributed for advertising purposes (e.g. pencils with a study logo). The PI should determine at the outset of the study if the items are human subject payments or advertisements; the IRB views the items differently.

These forms of payment may be purchased using eRequest. The PI or delegate should be prepared to provide to OSP additional justification for the purchase of non-cash forms of human subject payment upon request.

Like other forms of payment, non-cash payments must be monitored and receipts acquired, except for de minimis items. See the Grants and Contracts Administrator to determine if an item is of de minimis value. See College of Optometry’s Non-cash Forms of Payment to Human Subjects policy (See I:College Documents:Policies+Guidelines:Purchasing).

Funding from non-OSP Projects
Note that ClinCard and payment to subject via a check are methods only available using OSP funds.

Petty Cash
The most common form of payment to human subjects is cash. The establishment, replenishment, and monitoring of petty cash is strictly regulated by the university.

Establishing a new petty cash request
• Complete the Human Subject Petty Cash Fund Information Sheet (PR-HS1) for total petty cash request needed. The form is available on the OSP website.
  o This form is the authorization from the dean that allows the PI to have up to a specified amount of cash on hand for the project, but no more.
• Attach signed form to the eRequest. The Procurement Manager will request that s/he be notified when the check is ready for pickup from Accounts Payable.
  o Include the protocol number and PI’s name in the business purpose.
  o The Procurement Manager will request that s/he be notified when the check is ready for pickup from Accounts Payable.
• Accounts Payable will cut the check and notify the Procurement Manager.
  o Checks cannot be made to a non-employee graduate student. Only the person whose name is on the check may cash it. Generally the check should be made to the PI. Check with Grants and Contracts Administrator for exceptions.
• Please note that obtaining petty cash takes time. Allow a minimum of two weeks for your petty cash to be available.

Documentation of payments made
Each time a payment is made to a research subject, s/he should sign a Human Subjects Payment form, which is to be maintained by study personnel in a study payment binder. You must always have this form signed, as this is the only proof that the payment was actually made.

In the event more petty cash is needed
• To replenish cash reserves to keep up to amount originally authorized on the PR-HS1:
  o Submit an eRequest for the amount spent to date and attach the Human Subject Account Reimbursement Form showing that same spent amount
  o Accounts Payable will cut a check for that amount
  o Note that the total amount of cash on hand will never exceed the amount authorized in the PR-HS1
    ▪ A lesser amount may be requested. Make a note in the comments section to verify that this is the request.
• If the project is using the cash faster than anticipated and the PI wants to keep more on hand than the amount originally authorized by the dean on the PR-HS1:
  o Submit an eRequest and attach the Human Subject Account Reimbursement Form and a new PR-HS1 authorizing an additional amount of petty cash. The eRequest amount should be for the replenishment (to replace usage log-proven expenditures) and the new additional amount.

As petty cash requests are completely utilized
• The PI must complete and sign the Human Subject Account Reimbursement Form or a substantially similar usage log. Do not include subject names on this form.
  o The Human Subject Account Reimbursement form is a log transferring de-identified information from receipts signed by the subjects for each visit. The log is not a replacement for receipts signed by the subjects, which are required.
    ▪ It is strongly recommended that the PI track petty cash usage for each eRequest made using separate forms.
  o The total value of the unspent cash plus the documented spent cash must equal the disbursed amount.
  o In the event cash remains unspent, hand-carry the unspent cash and signed form to College of Optometry Procurement Manager or Business Manager.
• Send signed copy of the form to the Optometry Grants and Contracts Administrator. The form will be attached to the original eRequest.

Check cut by Accounts Payable
To ensure confidentiality for human subjects, the process of paying a subject by check from Accounts Payable is partly manual.
To pay US Citizens or resident aliens

- For non-OSU employee subjects, deliver the paper copy of the completed Vendor Setup Form to the Optometry Business Office.
- The Procurement Manager will obtain the vendor ID by setting up the subject as a vendor.
- The Procurement Manager sends the vendor ID to the requestor, who can then enter an eRequest for payment to that vendor ID. For OSU employees, use the employee ID number. The requestor should not enter any identifying information other than the vendor ID or employee ID number in eRequest. Visit dates must be included in the comments. See sample eRequest language below.

To pay nonresident aliens
Before a nonresident alien can be paid more than $100/year/protocol, it is critical to determine if s/he is allowed to receive payment. The process below is used to allow Accounts Payable to make the determination. Investigators must determine whether a subject can be paid before they are consented.

Hand deliver to the Procurement Manager a paper copy of the subject’s passport and visa. Also include the Nonresident Alien Payment Request form (required), the correct W-8 (see Foreign Entity W-8 form) (required), and Compliance Form for Payments to B or W Visa Holders (if applicable). Subjects will be sent a link to the GLACIER system where they enter further required documentation. Subjects who choose not to use the GLACIER system can be paid, but a portion of the payment will be withheld for taxes. The W-8, Nonresident Alien Payment Request form with visa and passport copies, and Compliance Form for Payments to B or W Visa Holders (if applicable) are required for each payment request made. If the subject does not have a social security number, it is acceptable to leave that field blank.

OSU Accounts Payable will send the Procurement Manager the assigned vendor ID. If a vendor ID cannot be assigned, payment to the subject cannot be processed. The requestor will be notified in this situation.

To establish a blanket eRequest for multiple unknown subjects
When it is anticipated that multiple individuals will need to be paid via Accounts Payable, a blanket eRequest may be established. Use an estimate of the total amount to be paid to all the subjects. Depending on the volume of subjects seen, there are two recommended methods for requesting that payments be made to subjects seen:

To pay a single subject/low volume studies

- Give the Procurement Manager a paper copy of the Vendor Setup Form to have a vendor ID assigned (for non-employees). Wait for vendor ID numbers to be assigned.
- Add a new comment to the eRequest with the vendor ID number (non-employees) or employee ID (OSU employees), along with the visit dates and amount to pay, and inform the Procurement Manager, who will process the request for payment in the financial system.

To pay multiple subjects/high volume studies

- Where vendor IDs have already been set up or for employees, create a comment in eRequest noting visit dates with amount to pay and any already available vendor ID or employee ID numbers.
For non-employee subjects who have not been set up as vendors, create a comment as above with a note that new vendor IDs are needed and deliver the Vendor Setup Form(s) to the Procurement Manager quickly along with a spreadsheet of visit dates and payment amounts.

Sample eRequest language

**Description:** “Blanket request for checks for research study participation payment”

**Vendor/Payee Information:** “Per OSP policy, subject names are not listed for confidentiality; payments will be entered separately into financial system”

**Business purpose:** “Research participation payments for protocol 201xH0xxx. Names not listed for confidentiality purposes. Insert title of the study.”

**Comments:**

*New vendor on blanket:* “New vendor; visits on mm/dd/yy, mm/dd/yy for total of $xxx”

*Existing vendor:* “Vendor #123123 visit on mm/dd/yy, mm/dd/yy for total of $xxx”

*OSU employee:* “Employee #12345678 visit on mm/dd/yy for a total of $xxx”

(Procurement Manager will add new comment with the voucher number and amount paid on each voucher)

**Gift Cards**

Gift cards (physical or electronic), like all other forms of payment to human subjects, require subject signature on a Human Subjects Payment Receipt (or substantially similar form). For electronic gift cards sent electronically to subjects, the receipt consists of a copy of the email with the subject’s email address shown. If possible, the “request a delivery receipt” function can be used to provide further verification that the subject received the gift card.

To order gift cards, complete an eRequest.

The Human Subject Account Reimbursement form used to report gift card usage is a log transferring de-identified information from receipts signed by the subjects for each visit. The log is not a replacement for receipts signed by the subjects, which are required, except in unusual circumstances. See the Grants and Contracts Administrator if there is a perceived need not to obtain signed receipts. In these instances, the signatures of two study staff present at time of payment and the Chief Administrative Officer are required on the receipt.

It is strongly recommended that the PI track gift card usage for each eRequest made using separate Human Subject Account Reimbursement forms.

**Non-Cash Forms of Payment**

Subjects may be given non-cash forms of payment for their participation in a study. Some examples are t-shirts, small toys, or vouchers for free items at local restaurants. Some items may be distributed for advertising purposes (e.g. pencils with a study logo). The PI should determine at the outset of the study if the items are human subject payments or advertisements; the IRB views the items differently.
These forms of payment may be purchased using eRequest. The PI or delegate should be prepared to provide additional justification for the purchase of non-cash forms of human subject payment upon request.

Like other forms of payment, non-cash payments must be monitored and receipts acquired, except for de minimis items. See the Grants and Contracts Administrator to determine if an item is of de minimis value. See College of Optometry’s Non-cash Forms of Payment to Human Subjects policy (See I:College Documents:Policies+Guidelines:Purchasing).

Documents

ClinCard Participant Receipt Form (see following page)

Compliance Form for Payments to B or W Visa Holders ([https://busfin.osu.edu/document/compliance-form-payments-b-or-w-visa-holders](https://busfin.osu.edu/document/compliance-form-payments-b-or-w-visa-holders))

Foreign Entity W-8 forms ([https://busfin.osu.edu/system/files/w-8statement.pdf](https://busfin.osu.edu/system/files/w-8statement.pdf))

Human Subject Petty Cash Fund Information Sheet (PR-HS1) ([http://osp.osu.edu/forms/ or DocuSign https://u.osu.edu/esignature/](http://osp.osu.edu/forms/ or DocuSign https://u.osu.edu/esignature/))

Human Subject Account Reimbursement Form ([http://osp.osu.edu/forms/ or DocuSign https://u.osu.edu/esignature/](http://osp.osu.edu/forms/ or DocuSign https://u.osu.edu/esignature/))

Human Subject Payment Receipt ([http://osp.osu.edu/files/2013/10/HSPaymentReceipt.pdf](http://osp.osu.edu/files/2013/10/HSPaymentReceipt.pdf))


The Ohio State University

ClinCard Participant Receipt Form

Participant Number: __________________________
Visit Number: __________________________
Study Name: __________________________
IRB Protocol Number: __________________________

Acknowledgement of Receipt

This is to acknowledge the receipt of $ _____________ for participation in the above-mentioned study.

__________________________________  ______________________________________
Received by (signature)     Print name or participant number

__________________________________
Witness (signature)

Greenphire ClinCard System

Debit Card #: __________________________

Are you interested in receiving text messages about your account?

   If yes, please list phone number: (______) ______ - _____________
   (Note: text message charges may apply)

Are you interested in receiving email messages about your account?

   If yes, please list email address: ________________________________