Incentive Amount Less Than or Equal To $100 - Annual Limit

What is the incentive amount?

Incentive Amount Greater Than $100

Is the research study with a small # of participants (e.g. 25 or less)?

YES

Payroll Check Payment Additional/Special Pay Request

Petty Cash, Vendor Set-up
Elizabeth Giadic
e-giadic@northwestern.edu

Petty Cash, Vendor Set-up
Guy Wilson, AP
gwilson@northwestern.edu

Payroll Check Payment Direct Payment Request

Gift Card See Policy Document for Instructions.
Annual Limit $100

Petty Cash

Is the research participant an employee?

YES

Petty Cash

OR

Non-Travel Advance
If the following apply:
* Small Dollar Amounts
* Multiple Projects
* Longer Timeframe
* Periodic Visits

OR

Check

NO

Is the research participant a U.S. Resident?

YES

AP Check Payment Direct Payment Request

Payroll Check Payment Payment Packet for Non-Resident Independent Contractors

NO

Check

OR

Non-Travel Advance
If the following apply:
* Small Dollar Amounts
* Short Timeframe (1-2 visits)

Contact Persons

Checks, Non-Travel Advances
Guy Wilson, AP
gwilson@northwestern.edu

Angie Gwinn, Payroll
a-gwinn@northwestern.edu

Employee, Non-Resident Payments

1099 Processing
Kim Miller
k-miller5@northwestern.edu

Grant Approvals
Jany Raskina, ASRSP - Evanston
y-raskina@northwestern.edu

Rosanna Sian, ASRSP - Chicago
m-sian@northwestern.edu

Processing Information

Account Codes
Account code 78660 should be used for research subject fees. Account code 78666 (sundry payments) should be used for travel-related expenses.

Check Payments
In order to add the research participant to the vendor database, the research subject participant must complete the W9 Request for Taxpayer Identification Number and Certification.

For check payments to non-residents, the Payment Packet for Non-Resident Independent Contractors must be completed.

Non-Travel Advances
The request for a non-travel check advance is made via the same process as travel advances, via the NUFinancials Travel Authorization/Cash Advance process.

Petty Cash
A petty cash fund should be opened for the payment of research subject fees. Information on how to do this can be found in the Cash Handling Policies and Procedures.