Human Subject Payment Methods

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

Incentive Amount
Greater Than $100

What is the incentive amount?

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

YES

Is the research participant an employee?

YES

Payroll Check Payment Additional/Special Pay Request

NO

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

OR

Petty Cash
If the following apply:
* Small Dollar Amounts
* Short Timeframe (1-2 visits)

OR

Check

NO

Petty Cash Or Check

Gift Card
See Policy Document for Instructions.

Annual Limit
$100

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.

Contact Persons

Checks, Non-Travel Advances
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Employee, Non-Resident Payments
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Petty Cash
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Vendor Set-up
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Grant Approvals
Jany Raskina, ASRSP - Evanston
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Rosanna Sian, ASRSP - Chicago
m-sian@northwestern.edu

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