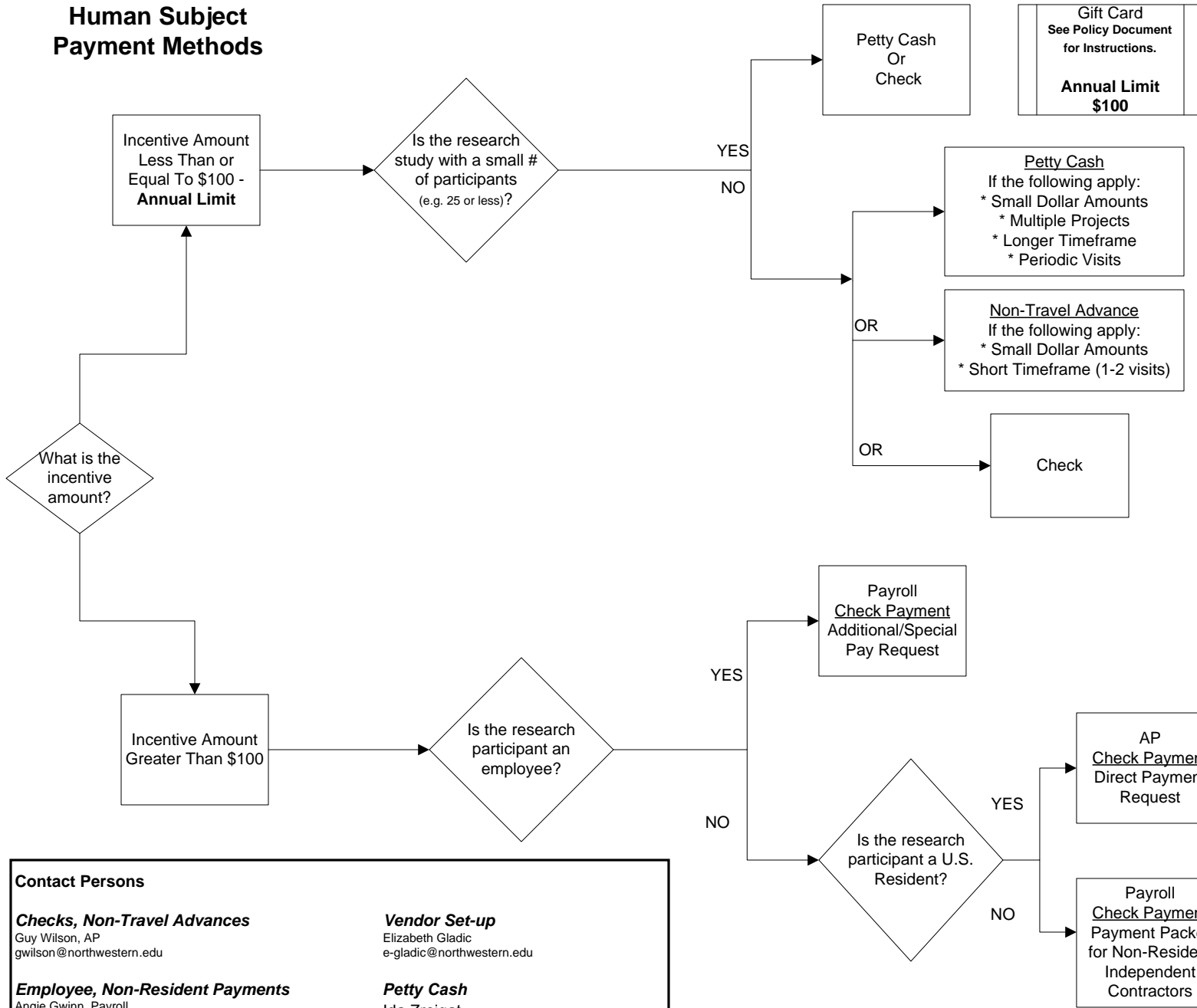


Human Subject Payment Methods



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
Guy Wilson, AP
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Employee, Non-Resident Payments
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Grant Approvals
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