

REQUEST TO USE FUNDS FOR PARTICIPANT INCENTIVES

Use this form to request the use of 4-account funds for the purchase of participant incentives. Note that participant incentives cannot be charged directly to grants of contract accounts - AIS 76 budget purpose accounts. Follow the procedures to return unused incentives, if needed, and have your grant funds transferred to cover the expense. Send the completed form to Linda Skelton at Box 1046.

Use: Human Subject Research Participant Incentive Non-research Participant Incentive

Date: _____

Project Title: _____

IRB Number: _____ Date of Approval: _____
(IRB approval must be obtained prior to purchase of incentives. Mark N/A if not applicable.)

AIS Budget Purpose Number of Account to Transfer Final Cost: _____

Fiscal Officer: _____

e-ID: _____

Grant Accountant Name: _____

Request to Use: Graduate School R&D Account Other Account
AIS Budget Purpose Number _____
Fiscal Officer (FO) _____
FO Signature _____

Incentive Start Date: _____ Incentive End Date: _____

Amount Requested: \$ _____

Justification for amount requested: (i.e., anticipated number of participants)

Signature

Date

Office of Research and Project Approvals

Linda Skelton, IRB Compliance Coordinator, if needed

Date

Grant Accountant

Date

Tammy Smart, R&D FO Delegate, if needed

Date

Amount Approved: \$ _____

R&D BP Number: _____