

Use of Gift Cards for Human Subject Participants Guidelines

The usage of gift cards as a recruitment & incentive method for human participant studies continues to grow. The Office of Research & Innovation serves as the Central Gift Cards Bank Card coordinator for gift card purchases for human subjects. When utilizing University funds for participant compensation, Researchers must follow the outlined guidelines below:

How to Start the Giftcard Purchase Request

1. The process starts by having an approved IRB protocol for the study that describes how the gift cards will be used. To get IRB approval for your study please send an email to irb.research@umassd.edu - **If no IRB is needed, the Office of Research & Innovation can still assist if the source of funding is originated by a Federal Grant.**
2. **Effective July 1st, 2022: In order to obtain gift cards for your research study, prior approval is REQUIRED.** For sponsored funds, please fill out the Docusign form [here](#). For non-sponsored funds, please fill out the Docusign form [here](#).
3. Fill out the Business Expense Form for the Gift Card expense and the form must be signed by all required department levels.
4. Send the IRB approval letter (if applicable) and Business Expense Form to Bianca de Barcelos (bdebarcelos@umassd.edu) in the Office of Research & Innovation.
5. Research Support Staff will contact the requester with approval for the purchase.

**Massachusetts State Employees must complete the:*

Reportable Gifts Awards and Prizes Documentation - This is a requirement from the University Controller's Office.

6. The requester must complete a Gift Card Compensation & Tracking Log. The Office of Research & Innovation must receive copies of all receipts and Gift card tracking logs. **Please follow the checklist to complete the process:**

The PI & Department/College Responsibilities are as follows:

Request – Send your request by e-mailing Bianca de Barcelos at bdebarcelos@umassd.edu Your request should include the following:

IRB Approval Letter (If Applicable) Required for human participant research.

- Payment must be reasonable and appropriate to the research task(s).
- Researchers are advised to collect, keep & protect data, in accordance with known policies for data security and anonymity

PRIOR APPROVAL FROM THE UNIVERSITY REQUIRED AS OF JULY 1, 2022

For sponsored funds, please fill out the Docusign form **here**. For non-sponsored funds, please fill out the Docusign form **here**. Approval must be confirmed prior to the Business Expense Form. Gift cards will NOT be issued until this form is complete.

Business Expense Form – Completed & Signed by all required department levels.

Indicate whether or not the compensation is contingent upon certain conditions.

Note: Purchasing a number of gift cards at \$XX each is considered one (1) transaction so only one (1) Business Expense Form will be required.

PI Responsibilities:

- PI shall not use a University ProCard that has been issued to them for the purpose of purchasing gift cards in association with this procedure.
- PI is required to retain and submit any confirmation of a gift card being sent to the individual (e.g. Amazon e-mail) Receipt confirmation is the responsibility of the PI
- Complete and submit the compensation/tracking log template
- Complete and submit to Research Support the Reportable Gifts, Awards, and Prizes: Documentation Form. This form is required to be completed and returned by **all recipients who received non-electronic gift cards**. The only exception to this is that if gift cards (electronics and non-electronic gift cards) are issued to employees, then the Reportable Gift Awards and Prizes Documentation Form must be completed and forwarded to the HR department. This form replaces the GC Acknowledgment Form - please disregard the GC Acknowledgment Form.

ORI Responsibilities are as follows:

- Reminders – A message will be e-mailed to the PI & Department Chair if insufficient documentation is received within the indicated time frame when a transaction has been processed.
- Serving as the Central ProCard coordinator for gift card purchases for human subjects.
- All Gift Cards will be purchased utilizing a designated Research Gift Cards Bank Card.
- Processing of JE of the ProCard transactions to the correct funding source and account code.

Use of centrally purchased gift cards for human subjects incentives via centrally managed ProCard is conditioned upon compliance with the above procedures. Failure to follow these procedures may result in termination or revocation of such services.

Please note, depending on the paperwork required, additional time may be needed in order to process a request. Questions or concerns should be directed to - Bianca de Barcelos. (bdebarcelos@umassd.edu)