

## 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. 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](mailto:irb.research@umassd.edu) - **If no IRB is needed, the Research Development can still assist if the source of funding is originated by a Federal Grant.**
2. Fill out the Business Expense Form for the Gift Card expense and the form must be signed by all required department levels.
3. Send the IRB approval letter (if applicable) and Business Expense Form to Zeina Madeiros ([zmadeiros@umassd.edu](mailto:zmadeiros@umassd.edu)) in Research Development.
4. Research Development will contact the requester with approval for the purchase. Research Development serves as the Central ProCard coordinator for gift card purchases for human subjects.  
*\*Massachusetts State Employees must complete the Gift Card Acknowledgment Form and the Reportable Gifts Awards and Prizes Documentation - This is a requirement from the University Comptroller's Office.*
5. The requester must complete a Gift Card Compensation & Tracking Log. The Research Development Office 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 Zeina Madeiros at [zmadeiros@umassd.edu](mailto:zmadeiros@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.

**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 Gift Card Acknowledgment Receipt and the Reportable Gifts, Awards, and Prizes: Documentation Form. These forms are only for **employees** receiving Gift Cards.

**ORD 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 Research Department Procard.  
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 Research Development Zeina Madeiros, [zmadeiros@umassd.edu](mailto:zmadeiros@umassd.edu)