

## 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 requestor must have an approved IRB protocol for the study that describes how the gift cards will be used. To get IRB approval for your study please contact Andrew Karberg([akarberg@umassd.edu](mailto:akarberg@umassd.edu))
2. Fill out the Business Expense Form for the Gift Card expense and the form must be signed by all required departments.
3. Send the IRB approval letter and Business Expense Form to Stefanie Picard ([stefanie.picard@umassd.edu](mailto:stefanie.picard@umassd.edu)) in Research Development.
4. Research Development will contact the requestor with approval for the purchase. All Gift Cards will be purchased utilizing the Research Department Procard and distributed to the PI. Research Development serves as the Central ProCard coordinator for gift card purchases for human subjects.
5. The requestor must complete a giftcard Compensation & Tracking Log. Research Development must receive copies of all receipts and Gift card tracking logs.
6. All gift cards not distributed upon completion of the IRB approved protocol must be returned to the Office of Research Development-Attention: Stefanie Picard. The giftcard will be secured in a locked location for requestors use for further studies.

***Please follow the checklist to complete the process:***

### **The PI & Department/College Responsibilities are as follows:**

- **Request** – Send your request by e-mailing Stefanie Picard at [stefanie.picard@umassd.edu](mailto:stefanie.picard@umassd.edu)  
Your request should include the following:
- **IRB Approval Letter** – Required for human participant research. Follow the IRB guidelines:
  - 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 departments. 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)
  - Complete the compensation/tracking log template [Compensation & Tracking Log](#). All gift cards not distributed upon completion of the IRB approved protocol must be returned to the Office of Research Development-Attention: Stefanie Picard.

### **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 and distributed to the PI.
- Reallocation of the ProCard transaction 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 Stefanie Picard, [stefanie.picard@umassd.edu](mailto:stefanie.picard@umassd.edu)