

**Checklist for Payment of Research Participants**

\_\_\_\_\_\_\_\_\_\_\_\_ Get protocol approval from Human Subjects Review Board following normal

procedures.

\_\_\_\_\_\_\_\_\_\_\_\_ Pay attention to variations in tax withholdings for non-resident foreign nationals (including

international students). Be sure they are aware of these withholdings before they participate.

 ***If you are paying participants CASH:***

\_\_\_\_\_\_\_\_\_\_\_\_ Fill out “Hendrix College Cash Advance for Research Participation” and return to the

Academic Affairs Office.

\_\_\_\_\_\_\_\_\_\_\_\_ Make copy of appropriate (student or non-student participants) “Research Participant

Payment Record” and have participants fill it in when they receive payment.

\_\_\_\_\_\_\_\_\_\_\_\_ At end of study fill out electronic version of the *Research Participant Payment Record* form

found at <https://www.hendrix.edu/facultyresources/>and e-mail to Academic Affairs.

\_\_\_\_\_\_\_\_\_\_\_\_ Turn in hard copy of the *Research Participant Payment Record* to Academic Affairs within

one month of cash advance unless extension is granted by Academic Affairs.

\_\_\_\_\_\_\_\_\_\_\_\_ Return any unused cash using the *Current Fund Payment Request* form. For the request type,

please select “Clearing of Cash Advance.”

***If you are paying participants GIFT CARDS/CERTIFICATES:***

\_\_\_\_\_\_\_\_\_\_\_\_ Buy gift cards/certificates with a Hendrix corporate credit card if you have access to

one. OR Fill out “Hendrix College Cash Advance for Research Participation” to receive cash to buy the incentives and return to the Academic Affairs Office.

\_\_\_\_\_\_\_\_\_\_\_\_ Make copy of appropriate (student or non-student participants) “Research Participant

Payment Record” and have participants fill it in when they receive payment.

\_\_\_\_\_\_\_\_\_\_\_\_ At end of study fill out electronic version of the *Research Participant Payment Record* form

found at <https://www.hendrix.edu/facultyresources/>and e-mail to Academic Affairs.

\_\_\_\_\_\_\_\_\_\_\_\_ Turn in hard copy of the *Research Participant Payment Record* form to Academic Affairs within

one month of cash advance unless extension is granted by Academic Affairs.

\_\_\_\_\_\_\_\_\_\_\_\_ Return any unused gift cards/certificates using the *Current Fund Payment Request* form. For

the request type, please select “Clearing of Cash Advance.”

\_\_\_\_\_\_\_\_\_\_\_\_ IF you used a Hendrix Corporate credit card, pay credit card bill following normal

procedures

***If you are paying participants by CHECK:***

\_\_\_\_\_\_\_\_\_\_\_\_ Make copy of appropriate (student or non-student participants) “Research Participant

Payment Record” and have participants fill it in after their participation is complete. At that time, in the column titled “Amount” indicate “*to be paid by check $XX*”.

\_\_\_\_\_\_\_\_\_\_\_\_ Have participants complete W-9 forms when their participation is complete.

 \_\_\_\_\_\_\_\_\_\_\_\_ Complete a “Current Fund Payment Request” form for the Business Office for each

participant*.*  For the request type, select “Contract Labor.” A copy of the “Research

Participant Payment Record” should be attached to this form when check request is made.

\_\_\_\_\_\_\_\_\_\_\_\_ At end of study, fill out electronic version of the *Research Participant Payment Record* form

found at <https://www.hendrix.edu/facultyresources/> and e-mail to Academic Affairs.

\_\_\_\_\_\_\_\_\_\_\_\_ Turn in hard copy of the *Research Participant Payment Record* to Academic Affairs Office within

one month of study end unless extension is granted by Academic Affairs.