I. Overview

Emory University engages in a wide range of research projects involving the participation of human subjects. The Controller’s Office works with departments engaged in such research in establishing funds from which these participant stipends are paid.

The Controller’s Office is responsible for implementation of this policy.

II. Applicability

This policy applies to all departments within the University.

III. Policy Details

A Participant Stipend Fund (PSF) account may be requested through the Controller’s Office by submitting a PSF Change Request Form along with a copy of the Institutional Review Board (IRB) approval letter and approved Informed Consent Document (ICD) which includes the stipend amount for each participant. The funds are to be used to reimburse participants for expenses incurred while actively participating in research projects (such as time, travel, meals, etc.) as approved by the IRB. PSF accounts may not be used for any other reason including other study related expenses, and may not be used in lieu of other Payment Services Methods.

Typically PSF accounts are established for each study or research project. The Fund limit is based on the individual stipend amount times the estimated number of participants per month.

The Controller’s Office will establish the Fund limit based one month of estimated expenditure, and will require departments to submit a Replenishment Request Form (original form and receipts attached) as needed, typically every two or three weeks.

Custodians may replace/replenish expended funds by submitting a Replenishment Request Form.
Custodians may request an increase in the Fund limit by submitting Participant Stipend Fund Request Change form.

Failure to properly manage the fund could result in disciplinary action up to and including legal action and/or termination.

IV. Definitions

Participant Stipend Fund (PSF): Cash Fund established to pay incentives/expenses to volunteer research participants.

Institutional Review Board (IRB): A research oversight committee charged with assuring, both in advance and by periodic review that appropriate steps are taken to protect the rights and welfare of humans participating as subjects in approved research studies.

Custodian: Custodians must accept complete responsibility for the safekeeping and management of the Participant Stipend Fund. Custodians must be regular, direct Emory employees (i.e., Custodians may not be temporary employees, contractors, students, or employees of partner organizations). Custodians apply via the Participant Stipend Fund Request or Change Form. Primary Custodian Number 1 as listed on the form is considered to have primary responsibility for communicating with the Controller’s Office. This custodian is also the payee for checks issued for the Fund. There must be at least two and no more than four Custodians for each Participant Stipend Fund.

Partner Organization: Non-Emory entities that cooperate, joint venture, or team with Emory for projects or other activities.

V. Related Links and Resources

- Current Version of This Policy: http://policies.emory.edu/2.136
- Institutional Review Board: www.irb.emory.edu
- Controller’s Office: https://www.finance.emory.edu/external/deptpages/ctrl/index.cfm

VI. Contact Information

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<tr>
<th>Subject</th>
<th>Contact</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participant Stipend Fund</td>
<td>Controller’s Office</td>
<td>404.727.6080</td>
<td><a href="mailto:ctrl@emory.edu">ctrl@emory.edu</a></td>
</tr>
</tbody>
</table>

VII. Revision History

August 2009 Clarification of partner organization

The official version of this information will only be maintained in an electronic format. Any and all printed copies of this material are dated as of the date printed. Please make certain to review the material online to verify accuracy.