NOVA SOUTHEASTERN UNIVERSITY

Nova Southeastern University
Standard Operating Procedure for GCP

Title Compensation for Research Subjects		Version # 1
SOP Number: OCR-RR-005	Effective Date: August 2013	Page 1 of 2

PURPOSE: Remuneration to research subjects for participation in studies is not considered a benefit (i.e. should not be considered in the evaluation of risks/benefits, nor listed in the informed consent as a benefit), it is a recruitment incentive and will be reviewed as such. Patient stipend is to cover cost associated with participation in the research study. This may include cost of travel to and from Center/College, bus fare, taxi, gas, child care, meals.

POLICIES FOR REMUNERATION TO SUBJECTS:

1. Any remuneration to a subject (or potential subject) should be approved by the IRB in advance.
2. Any flow of cash should have documentation supporting it such as:
   2.1. Informed consent document documenting the subject stipend.
   2.2. Clinical Trial Agreement documenting the study budget
   2.3. Consultant contract for medically necessary services
3. The proposed amount and schedule of remuneration should be set. Certain criteria are to be followed:
   3.1. Remuneration should reflect the degree of risk, inconvenience, or discomfort associated with participation.
   3.2. The proposed method and timing of disbursement is neither coercive nor presents undue influence.
   3.3. Any credit for remuneration should accrue as the study progresses and not be contingent upon the subject completing the entire study, however a small portion as an incentive for completion of the study is acceptable, providing that such incentive is not, in the opinion of the IRB, so large as to unduly induce subjects to stay in the study when they would otherwise withdraw.

3.4. When offering remuneration to children, in general cash equivalents should be given to parents. Any remuneration given directly to children should be age appropriate and evaluations of uncoerciveness should take the age into consideration.
4. The amount and schedule of all remuneration should be presented to the IRB at the time of initial review.
5. If approved by the IRB, the final (and all subsequent) informed consent form should detail out the amount and schedule of remuneration.

PROCEDURE TO PROCESS PAYMENT:

1. A check request must be submitted through the NSU Ariba System.
2. The Principal Investigator is responsible for obtaining a W-9 from each research participant.
3. The W-9 is submitted with the check request.
4. Monetary payments shall be in check or gift card (never cash) to allow the Center/College to verify the receipt of the reimbursement.
5. All tax reporting laws are to be followed.
6. The Confidentiality section of the Informed Consent shall acknowledge that persons in the accounts payable department will know they are participating in a research study.

PROCEDURE TO PROCESS PAYMENT FOR NSU EMPLOYEES:

1. Please note NSU employees that volunteer to participate in a study are paid by completing the "Special Payment Form" and submitting it to HR. This includes the study banner number and account code 1052.
2. The payment will be in the next pay period and income taxes are applied.

PROCEDURES TO REQUEST GIFT CARDS:

1. You can purchase gift cards and keep records of the cards.
2. Accounting of the cards purchased from the grant and tracking when they are distributed and to whom is essential for accurate record keeping.
3. For detailed information/instructions please go to:
    3.1 The Office of Clincial Research website;
    3.2 Go to Faculty Services;
    3.3 Go to the Financial tab and scroll to the lower section entitled Paying research volunteers
4. http://www.nova.edu/ocr/faculty_services/index.html
5. Instructions and forms are provided. If you have any questions you may contact us at ocr@nova.edu