

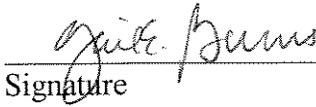
LOUIS STOKES CLEVELAND VA MEDICAL CENTER
Medical Research Service
SOP Cover Page

Effective Date: July 1, 2006

SOP Title: Paying Human Subject Volunteers with Research Foundation Administered Funds

Author:

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Title: Director, Cleveland VA Research and Education Foundation
Department: Cleveland VA Research and Education Foundation

 _____ 
Signature Date

Approved By:

Signature Date

Committee Chairperson/Administrator (if applicable)

Signature Date

LOUIS STOKES CLEVELAND VA MEDICAL CENTER
Medical Research Service
Standard Operating Policy and Procedure (SOP)

Effective Date: July 1,2006

SOP Title: Paying Human Subject Volunteers with Research Foundation Administered Funds

SOP Number: HSP – 008B

SOP Version: .00

1. **PURPOSE:** To establish a procedure for payment to research subjects
2. **POLICY:** Payment of subjects must be a part of the Institutional Review Board (IRB) -approved protocol and included in the IRB-approved informed consent form.
3. **DEFINITIONS:**
 - a. **Subject Reimbursement Form** – is used to track subject visits and to generate payments by check
 - b. **Cash Advance Form** – is used to track subject visits and to generate cash payments
4. **RESPONSIBILITIES:** List responsibilities of individuals
 - a. The Principal Investigator (PI) will assure that IRB approval has been granted prior to initiating subject participation payments.
 - b. The PI or designee will maintain a record of subject payments and assure adequate money is allotted to cover these payments.
 - c. The Executive Director or designee will authorize payment based on Subject Reimbursement forms or cash Advance requests.
5. **PROCEDURE:**
 - a. The amount, method and frequency of human subject volunteer payments is authorized by the IRB
 - b. The subject can be paid by receiving cash or requesting payment by check
 - (1) CASH: to receive cash, the study PI or designee(s) will be asked to submit the Cash Advance Form (see Appendix A) to Research Foundation staff. The form is a receipt and study PIs and/or designees are required to make an accounting of cash disbursed at project's end.
 - (2) CHECK: to receive a check, the study PI or designee should submit the Subject Reimbursement Form (see Appendix B) to Research Foundation staff. Check payments are mailed directly to subjects.
 - c. Volunteer subjects who receive \$600.00 or more in one calendar year will receive an IRS form 1099-MISC, and the total will be reported by January 30 of the following year to the IRS.
 - d. Subject Reimbursement Forms become part of the Research Foundation's financial records and will be retained for accounting purposes according to the organization's records retention schedule.

6. **REFERENCE:** Cleveland VA Research and Education Foundation Policy and Procedure Manual
7. **RESCISSION:** July 1,2009
8. **FOLLOW UP RESPONSIBILITY:** Director, VA Research and Education Foundation

THE CLEVELAND VA MEDICAL RESEARCH AND EDUCATION
FOUNDATION

August 16,2005

XXX acknowledges, by his/her signature below, the receipt of \$XX.00. This cash is advanced to reimburse participants in XXX's research project, "XXXXX". Each payment will be accounted for by a signed receipt kept in the investigators' files. Unspent funds will be returned to the Research Foundation, for replacement in Dr. XX's account.

date

Gail Burns, Executive Director

date

The Cleveland VA
Medical Research & Education Foundation

Reimbursement to Research Participants

Date:

Research Participant Name:

Address:

Please forward a reimbursement check in the amount of \$_____

for Visit _____ in the following approved research project

Research Participant's Signature _____

Project Staff Signature _____