

Paying Research Subjects

October 2014

Three Methods of Paying

- Use of Institutional ClinCard (preferred)
- Use of Cash (not Petty!) Advance
- Use of Gift Cards (least preferred)

Use of Gift Cards

- Coordinate ordering through Purchasing for large orders
- Use of Procard to purchase
- Risks:
 - Loss of card and replacement
 - Undistributed cards

Use of Cash Advance

- Identify specific amount and time for payment distribution
- Acknowledgement of receipt of payment
- Risks:
 - Storing cash on premises
 - Subject/Receipt information

Use of ClinCard

- Piloted in early 2014, rolled out across campus - AVAILABLE TO ALL!!
- Uses “re-loadable” debit cards to distribute payment
- Uses secure, on-line portal to authorize funds and track payment
- Immediate access to funds (once authorized)
- Subject can use single card across multiple studies Identify specific amount and time for payment distribution

ClinCard Process

Activity	Responsible Party	Tasks
Card Administration	Fiscal Operations	Maintain Card Inventory: <ol style="list-style-type: none"><li data-bbox="937 501 1619 536">1. Order cards from Greenphire as needed<li data-bbox="937 551 1769 586">2. Inventory and securely store cards when received<li data-bbox="937 601 1711 636">3. Distribute cards as requested by departments<li data-bbox="937 651 1715 686">4. Maintain funds in WSU account at Greenphire
	Departments	Request and Secure Cards: <ol style="list-style-type: none"><li data-bbox="937 823 1731 909">1. Request cards from Fis Ops using appropriately completed forms<li data-bbox="937 923 1744 1009">2. Upon receipt of cards, keep cards in secure area until needed for distribution<li data-bbox="937 1023 1763 1059">3. Distribute cards as needed for individual projects<li data-bbox="937 1073 1649 1159">4. Perform periodic inventory to ensure card inventory

ClinCard Process

Project Activities	Departments	<p>Adding New Projects:</p> <ol style="list-style-type: none"> 1. Register projects upon execution of new projects 2. Identify users who will be associated with each project 3. Develop payment terms associated with project 4. Use the WSU index as the Study ID to ensure proper accounting
	Research Staff	<p>Adding Subjects:</p> <ol style="list-style-type: none"> 1. Register subjects as they enter study 2. Complete personal data regarding address and Social Security Number 3. Enter card number upon distribution of card 4. Authorize appropriate payment from terms associated with study
	Department	Authorize release of funds to card as required