Remote Work Participant Fund Procedures

This process is only to be used when research studies are approved to continue by ORED and contingent upon amended/approved IRB protocol during times when the University is under remote work conditions or when FIU campus is closed. During these conditions, a custodian will be allowed to transfer some or all of existing participant cash funds into their personal bank account for electronic distribution of participant payments in accordance with the following procedures.

Custodians of participant funds will be allowed to use Venmo/Zelle or purchase e-gift cards with participant funds to make payments to participants from their personal bank account.  Custodian must maintain disbursement logs for any funds transferred/e-gift cards purchased from the participant cash fund in accordance with university policies and procedures.

Once the remote work conditions period ends or FIU campus reopens, custodians are required to revert to normal processes and any remaining participant cash funds in personal account should be transferred back to participant payment cash fund.

* Researcher will submit vendor application form, w-9 form (with Direct Deposit noted in top right hand corner) and EFT authorization form to ORED for approval and confirmation of IRB compliance. ORED will forward vendor application/EFT forms to vendors@fiu.edu (cc Herve-Serge Menyonga) and Jose Zubimendi jzubimen@fiu.edu so that vendor account can be set up for new study or needed replenishments.
* Custodian will determine the appropriate amount to transfer to personal bank account based on the $ value of the total payment/e-gift cards to be disbursed for the day/week/defined period.  Phone no/email of participant should be validated through call or email prior to transfer of funds or direct purchase of e-gift card.

IF USING ZELLE or VENMO

* Record disbursement on “Participant Payment Cash Fund Log” for each payment. Note the method of payment in the *Initiative* column. The electronic confirmation number of the Zelle/Venmo transaction will serve as documentation of the recipient receipt of funds or *Initials* column.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Research Participant ID** | **Amount Paid** | **Initiative** | **Date** | **Initials** **(recipient of funds)** |
| sample | 11325 | 50.00 | Zelle | 4/3/2020 | D5a2gf173 |

IF USING E-GIFT CARDS

* Record disbursement on “Participant Payment Cash Fund Log” for each purchase as shown below. Note the vendor of the gift card in the *Initiative* column. The order number of the e-gift card purchase will serve as documentation of the recipient receipt of funds or *Initials* column. E-gift cards should be purchased for each individual participant as needed and not in bulk.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Research Participant ID** | **Amount Paid** | **Initiative** | **Date** | **Initials** **(recipient of funds)** |
| sample | 11325 | 50.00 | Amazon | 4/3/2020 | 320054673 |

* Study should maintain copies of electronic confirmations in participant files.
* As part of the Participant Fund reconciliation, Custodians will ensure and document:

Total Participant Fund – cash disbursements – egift card disbursements = cash on hand.

* If the Participant Payment Cash Fund needs replenishment, the Participant Payment Fund Replenishment/Closure Form and Participant Payment Cash Fund Log must be submitted. Unit must note “DIRECT DEPOSIT VENDOR ID XXXXX” in top right corner of Participant Payment Fund Replenishment/Closure form so that funds can be transferred to custodian’s bank account.
* Any funds that remain in personal account at the end of remote work period should be returned to the participant payment cash fund.