



## Request to Use P-Card for Research Participant Incentives

PI Name:

Department ID:

[Click here if using 110/140 funds](#)

(Leave Project section blank; submit to  
Research Operations)

### Project Information

Sponsor:

Project # :

Project Period - Begin:

End:

### Study Information

Participant Incentive Budget for Project Period:

Study ID:

De-identified Participants?

*By signing below, I attest that this IRB protocol allows for  
Gift Card purchases*

Yes

No

Supplier:

*By signing below, I certify that I will not authorize payments for research participants beyond what is approved on this form. Additionally, if any payments are found to be in non-compliance with the terms & conditions of the contract or grant they will be transferred to a non-sponsored fund source within my department.*

Principal Investigator

Dean/Director/Department Head

#### SRA/FSURF/Foundation Use Only

Approved Participant Incentives Account Code:

740355 Research Participant Included in MTDC

741954 Research Participant Excluded in MTDC

Approved:



## Request to Use P-Card for Research Participant Incentives Help Guide

1. PI Name – the name of the PI listed in OMNI.
2. Department ID – the responsible department for the project.
3. Sponsor – the direct sponsor of the project.
4. Project # - the 6 digit project number in OMNI.
5. Project Period Dates – the beginning and end date that has been authorized by the Sponsor. For example, if your award period is 1/1/2023 – 12/31/2027, but funds have only been released for 1/1/2023 – 12/31/2023 this would be the project period.
6. Participant Incentive Budget – this is the total amount approved in the budget for the project period included on the form. For example, if your total award budget for participant incentives is \$100,000 but only \$20,000 has been released by the Sponsor, this would be \$20,000.
7. Study ID – the assigned Study ID number from RAMP IRB. If the study is exempt please indicate "Exempt" in this field.
8. Supplier – List the name of the university approved supplier that will be used to distribute research participant incentives.
9. De-identified Participants – select 'Yes' if the study indicates that participants must be de-identified. Select 'No' if the study indicates that participants do not need to be de-identified. NOTE: Departments are required to maintain a crosswalk of de-identified participants within their confidential files in the event of audit.
10. Approvals – the PI must approve the form. Only the Dean, Director **OR** Department head needs to sign. Adobe or DocuSign signatures are accepted.
11. Submit – Select the central office that is responsible for managing the respective project. If you use DocuSign these action buttons will not work. If using E&G funds, please send to RSCH Ops [rsch-operations@fsu.edu](mailto:rsch-operations@fsu.edu). SRA forms should be sent to [SRA-Approvals@fsu.edu](mailto:SRA-Approvals@fsu.edu), FSURF forms should be sent to [FSURFGrants@fsu.edu](mailto:FSURFGrants@fsu.edu), and Foundation forms should be sent to [accountspayable@foundation.fsu.edu](mailto:accountspayable@foundation.fsu.edu)
12. SRA/FSURF/Foundation Use Only – the selected participant incentive account code must be used when coding all P-Card transactions for this project.