

Guidelines & Procedures

Completing a Research Participants Funding Requisition

The purpose of this process is to provide an option for providing small honorarium payment of \$100.00 or less to research participants for a research project.

Following is a summary of the process:

1. The initial step is to have the proposed research activity approved by the Research Ethics Office.
2. To request funds for the research participants you need to complete the Research Participant Funding Requisition form. The completed form is then forwarded to Payment Services for processing. Payment Services will forward a copy of the form to the Research Ethics Office for their records.
3. Forms available at:
http://www.usask.ca/fsd/resources/forms/research_participants_funding_requisition.pdf
4. When performing the research project you will need to maintain a record of the research participants. The record is to include the research participants: name, address and the signature of each participant when they receive the honorarium. If confidentiality for the research participants is required, you will require 2 lists, one would have a research participant number, honorarium amount and a space for a signature and another list would cross reference the research participant number to the participant's name and address. (See Appendix A for examples)
5. The researcher will need to retain this information for up to 7 years as support for the expenditure pending future audits.
6. The honorarium payment could be in the form of cash, gift certificates or small gifts (food basket, etc) depending on which if this option works best with the particular research activity being performed. If you are combining two types for payments, the combined total must be within the \$100.00 limit. The gift certificates or gift would need to be purchase from the funds received through Research Participants Funding requisition. PCards and cheque requisitions cannot be used for these purchases.
One issue to consider when using gift certificates or small gifts is to ensure that only the required numbers are purchased or that any unused certificates or gifts can be returned. Unused gift certificates or gifts cannot be distributed to staff as they would be considered a taxable benefit.

7. Any unused funds for the initial request have to be deposited to the fund (CFOAPAL) that they were initially charged to.

General note:

1. Any research participants where the honorarium is in excess of \$100.00 will continue to be reported on the honorarium request form (FSD web site) and processed through the Payroll Department.
2. Some research projects consist of more than one session with a research participant. This process can be used in those situations as long as the combined payments from the different sessions do not exceed the \$100.00 limit.

Appendix A

Sample forms to maintain record of payments to Research participants

Sample 1: Basic option to record honorarium payments:

Name	Address	City	Prov.	Postal Code	Honorarium Amount	Date	Signature verifying receipt of honorarium
Mike Smith	102 8th Street East Saskatoon	Saskatoon	SK	S7T 1A5	\$40.00	12-Jan-11	

Sample 2: When using research participant numbers to record honorarium payments:

List 1 – Used to record signature of Research participant

Research Participant Number	Honorarium Amount	Date	Signature verifying receipt of honorarium
A124578	\$40.00	12-Jan-11	

List 2 – Used to cross reference research participant numbers to the individual

Research Participant Number	Name	Address	City	Prov.	Postal Code	Honorarium Amount
A124578	Mike Smith	102 8th Street East Saskatoon	Saskatoon	SK	S7T 1A5	\$40.00