|  |  |  |  |
| --- | --- | --- | --- |
| Requires 2 business days to process from approval.  **2 p.m. CUTOFF** | **This selection provides cash for the researcher via Metro Delivery courier.** | | |
| **HSIP Form Completion Instructions** | **Principal Investigator:** | Enter the PI’s uniqname. The PI you enter here must match the PI listed in the eResearch system for this study. You may change the value in the phone number field if it’s incorrect. | |
| **Approver:** | Enter the approver’s uniqname. You may also want to enter alternate approvers as well. | |
| **Study Information:** | Enter the HUM Number.  The **IRB Status, HUM Title, Approval Date, Expiration Date**, and **Tier** fields should auto-populate based on the information associated with the **HUM Number** in the eResearch system. | |
| **Custodian:** | Cash will only be released to uniqnames listed in the custodian or alternate pick-up fields. You can enter as many names as necessary. | |
| **Distribute To:** | Researcher | |
| **Total Incentive Amount:** | Enter the total amount you plan to distribute to subjects within the next 30 days. | |
| **Incentive Type:** | Cash | |
| **Payment Type Details:** | Select the denominations you wish. Add rows, if necessary, to request various denominations. | |
| **Delivery Type:** | Choose “Central Cashier - Courier.” | |
| **Deliver To:** | Use the lookup feature to find the correct location code.  Once selected, the address will auto-populate. Use the **Special Instructions** field to provide useful delivery instructions for the courier. | |
| **Accounting Details:** | Account Type – Incentive  Enter the shortcode to be charged. | |
| Add a row | |
| Account Type – Unit Surcharge  Enter the shortcode to be charged for the delivery fee.  The shortcode cannot draw from federal funds 20000 or 25000. | |
| **Additional Instructions** | Print the appropriate Human Subject Incentive Receipt – based on tier level and complete the forms. These forms are available on your HSIP Home Page after submitting the request. Click “Subject Details” beside the HSIP number or generic forms are available on the UM Treasurer’s Office website at www.umtreasury.edu. | | |
| **Reconciliation**  **Documentation Forms Required** | Cash is reconciled within 30 days. Your project grant will not be charged until the entire incentive is accounted for. Submit signed receipts to the HSIP Office using one of the following methods: | | |
| Attach the file to the HSIP request | | **Mail Receipts to: (Note – Campus mail is not secure and is not recommended)**  HSIP Office  10090 Wolverine Tower  SPC 1283 |
| **Returning Excess Cash:**  Return excess cash by using M-Pathways depository system.   * Deposits cash to account (111575) using chart fields used in original request. (Use department procedures) * Reference HSIP Control number in Description field of Cash Receipt. * Send HSIP Office a copy of cash receipt ticket confirmation page along with documentation for distributions. | | |