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| Requires 1 business day to process from approval.  **4 p.m. CUTOFF** | **This selection mails checks directly to the researcher (custodian).** | | |
| **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:** | The PI will automatically default here.  IMPORTANT: the check will be made out to whoever is listed in the custodian field. | |
| **Distribute To:** | Researcher | |
| **Total Incentive Amount:** | Enter the amount you plan to distribute to subjects within the next 30 days | |
| **Incentive Type:** | Check | |
| **Payment Type Details:** | This is the number of cards you are requesting and the card amount. Add rows, if necessary, to request various card amounts.  (Card value must be at least $10.00) | |
| **Delivery Type:** | Mail – Type in the address the check should be mailed to | |
| **Accounting Details:** | Account Type – Incentive  Enter the shortcode to be charged. | |
| **Reconciliation Documentation Forms Required** | Checks to researcher are 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 DISTRIBUTIONS-  The researcher deposits the excess cash to account 111575 using chartfields used in original request. (use department procedures) Send our office a copy of the Cash Receipt ticket along with the receipt documentation. | | |