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| Coupons are e-mailed within 4 hours from approval.  **Approved coupon requests received after 4 p.m. will be e-mailed by 10 a.m. next day** | **This selection e-mails coupons to the researcher who distributes to subjects.**  **Subjects exchange coupons for cash at cashier’s office.** | |
| **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 coupons will be e-mailed out to only one recipient; whoever is listed in the custodian field. |
| **Distribute To:** | Researcher |
| **Total Incentive Amount:** | Enter the total amount you plan to distribute to subjects within the next 45 days.  This is the number of coupons times the maximum amount you would give a subject. (It is a good idea to estimate high, as you will only be charged for the amount you use.) |
| **Incentive Type:** | Payment Coupon |
| **Maximum Amount:** | When “Payment coupon” is selected, this field becomes open for input. You may enter in a value here for coupons only. This can be used as a security feature. The cashier will not be able to pay a coupon with contains an amount higher than the maximum entered. (Be careful not to write a coupon for more than the maximum.) |
| **Payment Type Details:** | Number Requested: This is the number of coupons you are requesting. |
| **Delivery Type:** | **HSIP Office** - The custodian will be e-mailed the coupon within 4 hours of approval or the morning of the distribution date. (If you need coupons quickly, give the HSIP office a call and we will expedite. |
| **Accounting Details:** | Account Type – Incentive  Enter the shortcode to be charged. |
| **Additional Instructions** | Coupons are e-mailed to the custodian. When distributing coupons to subjects, keep track of each coupon amount. (Tracker tools are available on the website) The request is completed once all the funds are spent or all the coupons are used. The shortcode will only be charged for what is actually paid out. Coupons expire after 45 days. | |
| **Reconciliation**  **Documentation Forms Required** | The subject cashes the coupon at either the Central Cashier’s Office or the Hospital Cashier’s Office and completes the subject data on the coupon. The coupons are routed to HSIP. This fulfills the required documentation for our office. | |