|  |  |  |  |
| --- | --- | --- | --- |
| Requires 2 business days to process from approval.  **2 p.m. CUTOFF** | **This selection provides cards to the researcher for distribution** | | |
| **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:** | Cards 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:** | This is the total amount that you believe you will distribute within the next 30 days. It should equal the number of cards times the card values. | |
| **Payment Type:** | Card | |
| **Card Type:** | Gift card | |
| **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. | |
| **Delivery Type:** |  | |
| *HSIP Office* | Choosing this option means the custodian(s) will pick the cards up at Wolverine Tower.  \*Cards are available for pick up by appointment only | |
| **Accounting Details:** | Account Type – Incentive  Enter the shortcode | |
| **Additional Instructions** | Click “Subject Details Form” beside the HSIP number or generic forms are available [on the HSIP website.](https://finance.umich.edu/treasury/hsip/forms) | | |
| **Reconciliation Documentation Forms Required** | Cards are reconciled within 30 days. Your project grant will not be charged until the entire incentive is accounted for. Submit documentation to the HSIP Office using one of the following methods: | | |
| Attach the file to the HSIP request | |  |
| **Unused cards:**  Unused cards can be reported via the unused card form on the HSIP website.  Cards are not physically returned to the HSIP office. The balance will be unloaded and can then be destroyed. | | |