Create a New Human Subject Incentive Payment Request

Navigation

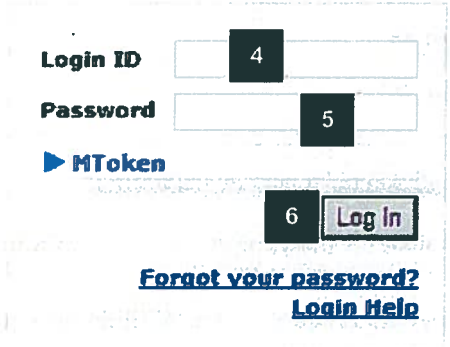
From Wolverine Access (https://wolverineaccess.umich.edu/index.jsp):

University Business>*Treasury Management*> ***Human Subject Incentive Payment Request***

Wolverine Access Home Page

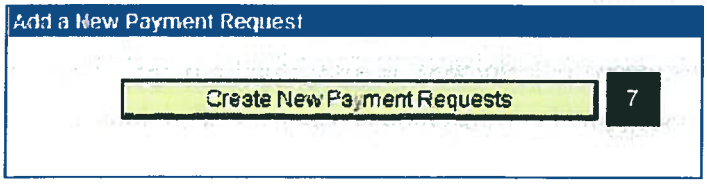
1. Click the **University Business** link under the Faculty & Staff menu.
2. Click the **Treasury Management** link from the University Business menu.
3. Click the **Human Subject Incentive Payment Request** link.

Univeristy of Michigan WebLogin Page



4. Type your uniqname in the Login ID field.
5. Type your UM (Kerberos) password in the Password field.
6. Click Log In.

Human Subject Incentive Payment Home Page



7. Click the **Create New Payment Request** button

⚠ The screenshot for steps 1-3 has been modified to display the navigation for this procedure. Each step represents a page within Wolverine Access. Additional menus and options appear under the Wolverine Access home page and University Business page, but are not shown in the screenshot.

Overview

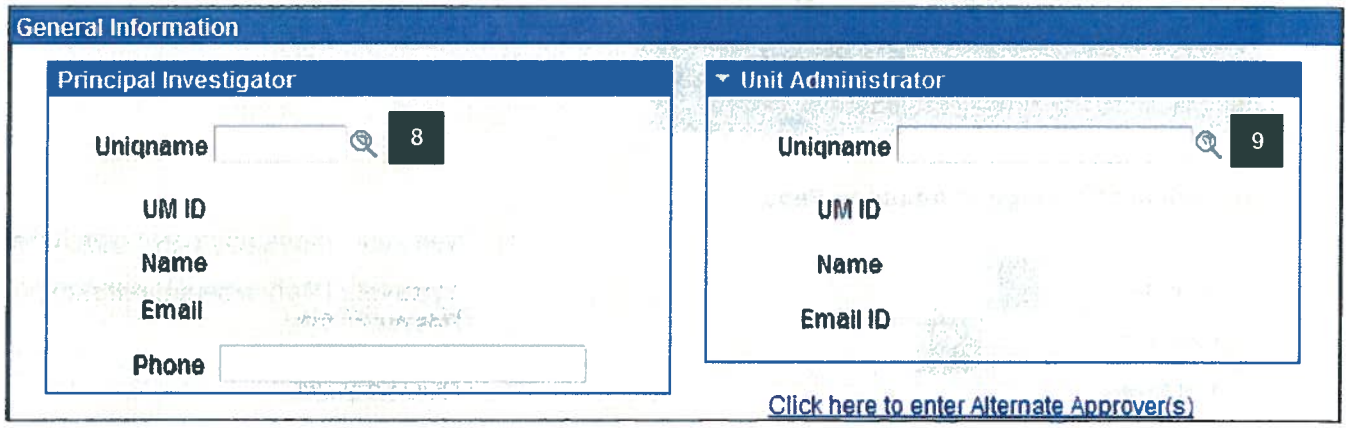
The **Human Subject Incentive Payment** (HSIP) form is divided into the following sections. Each section provides basic information about the request for approval, distribution, and auditing purposes.

- **General Information** – identifies who is responsible for the request and who approves it.
- **eResearch Information** – connects the request to the Human Subject study via the HUM Number.
- **Payment Distribution** – indicates the total amount of the request and shows how and when the funds are to be dispersed, delivered, and charged.
- **Payment History** – displays summary information about the distribution of requested funds after the request is approved.

In the HSIP form, click Expand All to view all sections, or click the **Arrow** in the blue title bar of an individual section to open only that section.

⚠ This step-by-step procedure identifies the minimum required fields to submit the request for approval with an asterisk (*).

HSIP Form: General Information Section



8. *Type or select the **Uniqname** of the Principal Investigator responsible for the project in the **Principal Investigator** box.
9. *Type or select the **Uniqname** of the administrator who will approve this request in the **Unit Administrator** box.

   Note: The other fields in the boxes (e.g., UM ID) default based on the uniqname entered. You may update the **Phone** number for the Project Investigator, if appropriate.

   See the *Look Up* section at the end of this document for instructions on using the **Look up** feature.

   See the *Alternates* section at the end of this document for instructions on using the **Click here to enter Alternate Approver(s)** link.

eResearch Information

eResearch Information

HUM Number 10 IRB Status 11 No HUM Needed

HUM Title 12

Approval Date 13 Expiration Date

*Tier 14 Help

Project Title

Project Start date Project End Date

Exception Reason

Requester Comments 15

10. *Type the **HUM Number** for the project.
11. Select the approval state of Human Subject project from the **IRB Status** drop-down list.
12. Type the title of the project in the **HUM Title** field.
13. *Type the **Approval Date** and **Expiration Date** for the project or click the applicable calendar icon to select the date.
14. *Select the ***Tier** number associated with the project.

Notes: If you select Tier 2 or 4, you must also select the applicable exception form to be used in the process from the **Class** field (not shown).

- Click the **Help** link to view Tier definitions in a pop-up window, if necessary. Click **Close Window** to return to the HSIP form.

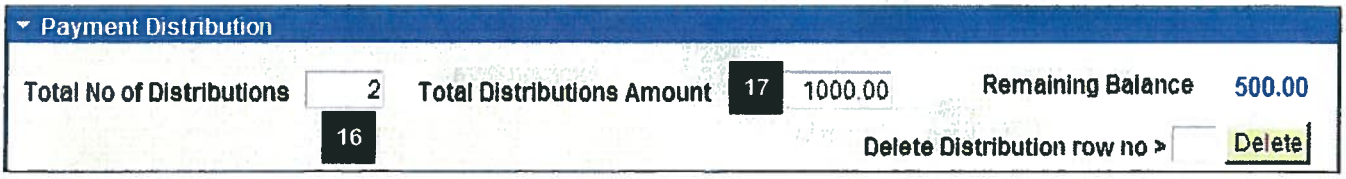
15. If applicable, enter comments related to the request in the **Requester Comments** field.

Notes: If the project did not require UM Institutional Review Board (IRB) approval, check **No HUM Needed** checkbox and complete the following fields in place of steps 10 – 13: **Project Title**, **Project Start Date**, **Project End Date**, and **Exception Reason**.

- Select *Non Regulated* from the **IRB Status** field for this situation.
- **Tier** values 2 and 4 are not available for non-regulated projects (i.e., those without IRB approval).

Payment Distribution

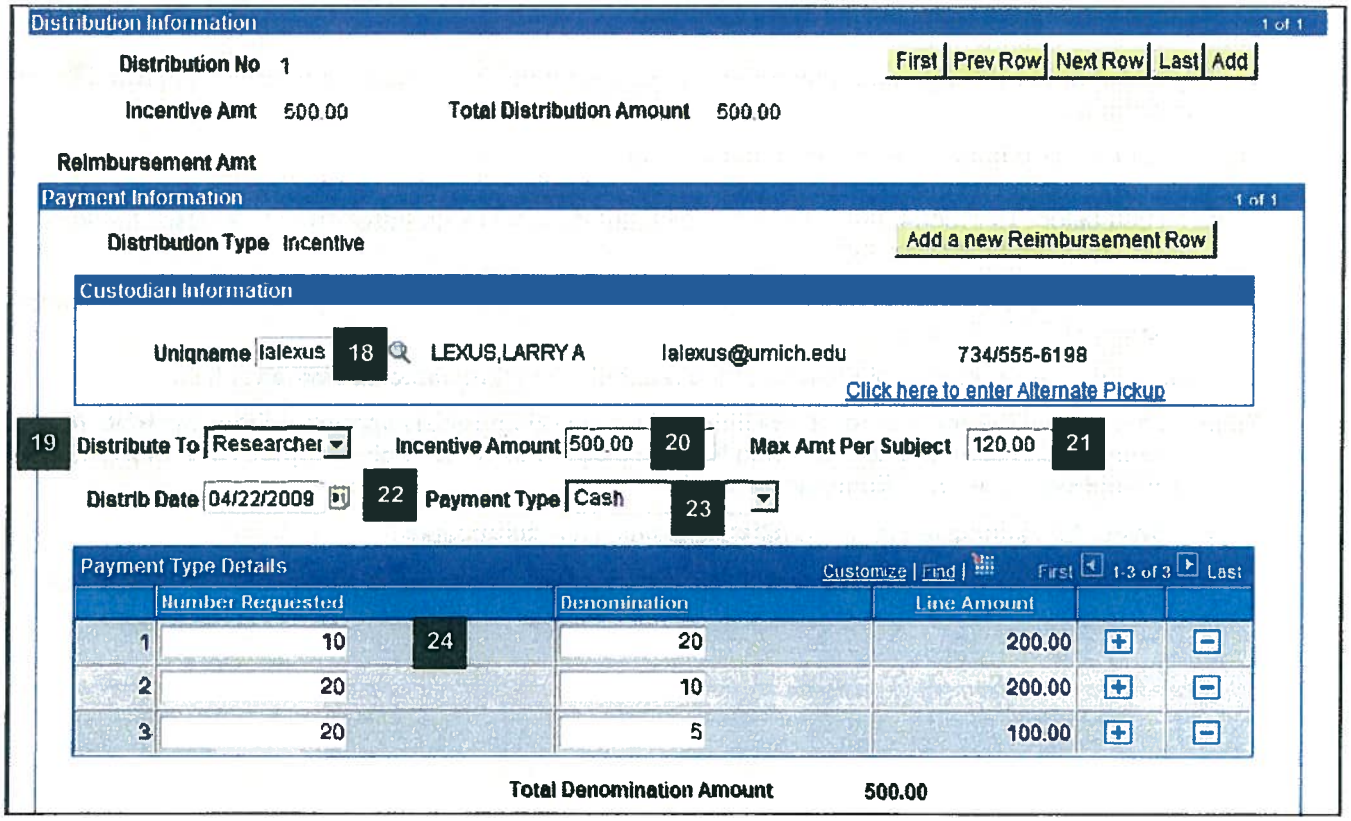
⚠ The fields in the **Payment Distribution** section vary depending on the values selected for the **Distribute To** and **Payment Type** fields. See the *HSIP: Payment Information Variations* document for more information. The screenshots below use a cash incentive with two distributions to the Researcher as an example of how to complete the HSIP form.



16. Accept the default value of **1** or enter the number of distributions for this request in the **Total No of Distributions** field. For example, the picture above indicates the study requires two payments to subjects, because the **Total No of Distributions** value is 2.

17. *Type the total dollar amount of the request in the **Total Distributions Amount** field. In the example above, each payment of those two distributions is $500, therefore the **Total Distribution Amount** value is $1,000.

Note: The **Remaining Balance** field displays a running total of your data entry based on the *Total No of Distributions*, the *Total Distributions Amount* and the amount for each distribution line. If a value other than 0.00 appears in this field, you cannot submit the form. In the example above, the second distribution row has yet to be added, therefore the Remaining Balance amount is $500.



18. *Verify that the Project Investigator's **Uniqname** defaults in the **Custodian Information** box. If applicable, type or select the uniqname of the individual other than the Project Investigator who will pick up or receive delivery the incentive.

Note: See the *Alternates* section at the end of this document for instructions to use the **Click here to enter Alternate Pickup** link.

19. *Select who receives the incentive funds from the **Distribute To** drop-down list.
20. *Type the **Incentive Amount** for the distribution line.
21. *Type the maximum amount each subject can receive in the **Max Amt Per Subject** field.

    Note: The distribution amount entered must be within the incentive range associated with the **Tier** value.

22. *Type the **Distrib Date** on which the funds will be received or picked up or click the calendar to select the date.

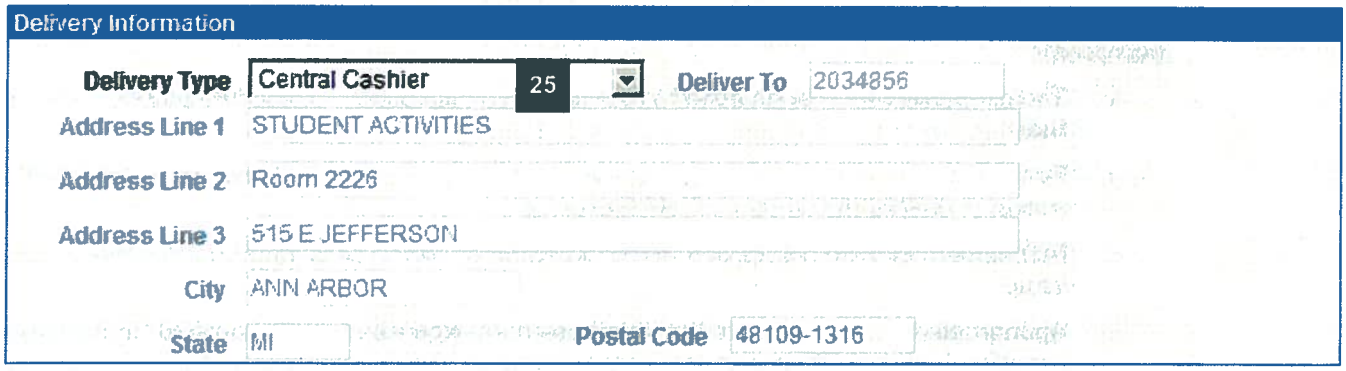
    Note: To ensure the request is processed in a timely manner, the **Distrib Date** should be at least one business day after today's date.

23. *Select the type of incentive from the **Payment Type** drop-down list.

    Note: The types of incentive payment available in the drop-down list depend on the value in the **Distribute To** field.

24. *Complete the **Number Requested** and **Denomination** fields as appropriate for the selected Payment Type.
    - *Card* – Enter the number of stored-value cards required and the amount to be loaded on each card. If applicable, click **Insert Row** to request additional cards with a different stored-value amount.
    - *Cash* – Enter the number of bills for each denomination required for the Incentive Amount. If applicable, click **Insert Row** to add a row indicating different denominations.
    - *Check* – Neither **Number Requested** nor **Denomination** field are required for this option. A check is delivered based on the information in the **Distribute To** field and the **Delivery Information** box.
    - *Payment Coupon* – Enter the number of coupons required. Each coupon can be written up to a specific dollar amount by the project.

Note: The **Total Denomination Amount** must equal the **Incentive Amount** to successfully submit the form.



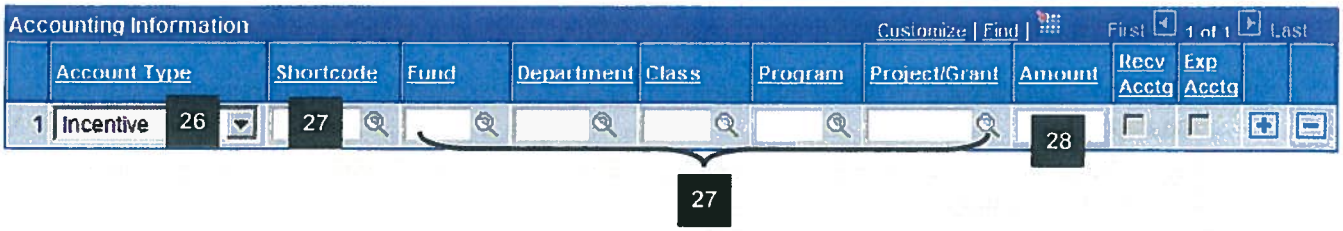
25. *Select the **Delivery Type** from the drop-down list.

Notes: The available Delivery Type options depend on the Payment Type you selected.

- If you select *Courier*, you must also complete the **Deliver To** field. Enter or select the Location Code associated with the University building and/or room to populate the address fields. See the *Look Up* section at the end of this document for instructions on searching for a Location Code.
- If you select *Mail*, you must complete the address fields (through Postal Code).

Accounting Information

Entering the ChartField combination for each distribution is *optional* when submitting a request. However these fields must be entered upon approval by the Unit Administrator in order to process the request. Follow steps 26 – 28 to enter the **Accounting Information** or go to step 29 to complete the request.



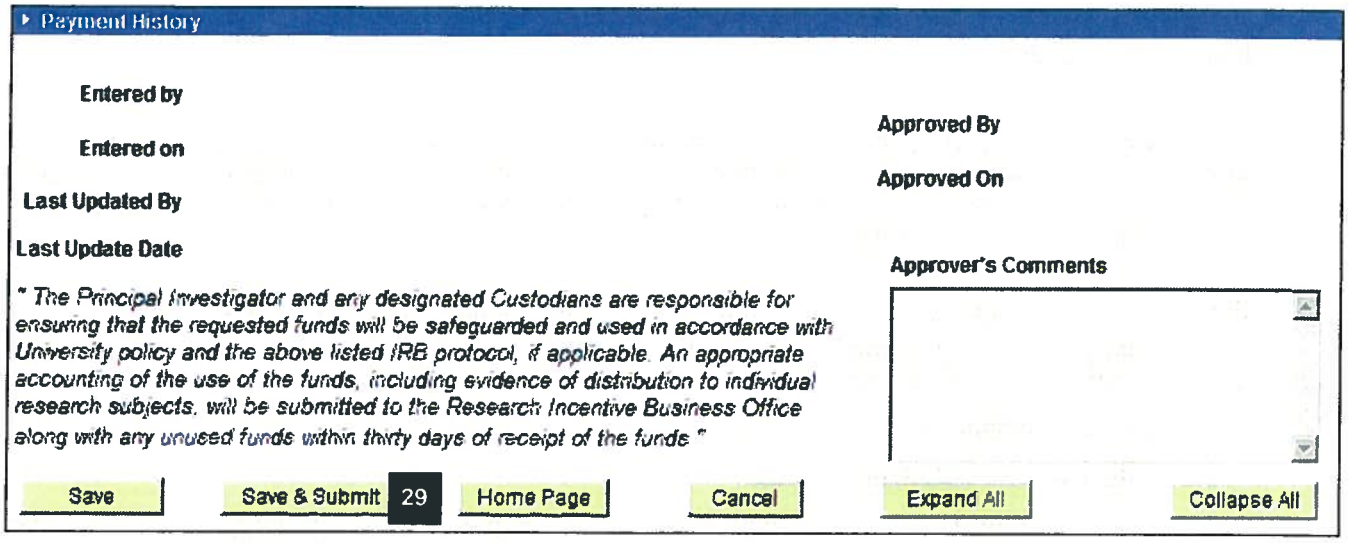
26. If applicable, select the **Account Type** from the drop-down list to indicate the type of distribution.
27. To enter the accounting information (i.e., ChartField combination) for the distribution, either:
    - Enter or select the applicable values in the **Fund**, **Department**, **Class**, **Program**, and **Project/Grant** fields, OR
    - Enter a **Shortcode** value to populate the corresponding ChartField values.

Note: A Project/Grant value is required.

28. Verify or enter the **Amount** of the distribution being charged to the specified ChartField combination.

Notes: If applicable to the request, do the following (not shown):

- To split a distribution between multiple ChartField combinations, click **Add a new row** in the **Accounting Information** section and repeat steps 26 – 28, changing the field values, as appropriate.
- To enter another distribution, click Add in the **Distribution Information** section and repeat steps 18 - 28, as appropriate
- To request funds to reimburse subjects' out-of-pocket expenses (e.g., mileage, hotel) incurred while participating in the project, click Add a new Reimbursement Row and complete steps 18-28, as appropriate.
    - The reimbursement row is added to the incentive distribution. Adjust the amount in the **Total Distributions Amount** field to include the reimbursement amount.
    - For the reimbursement row, adjust the **Amount** field value in the **Accounting Information** section to display the amount of reimbursement.
    - Reimbursements are not applied to the incentive limitation per subject as identified by the Tier value.
    - Appropriate documentation for the reimbursement expense must be supplied to the Research Incentive Business Office with any required subject details documentation for the incentive.



29. *Click Save & Submit. Your uniqname appears in the **Entered by** field and the date on which you created the request appears in the **Entered on** field.

Note: By submitting the request, you are agreeing to the statement shown above the button.

30. Scroll to the top of the page to record the **HSIP Control No** for your records and verify that the **Status** value is **Submitted for Approval** (not shown).

⚠ To modify a request that you have successfully submitted, contact the Unit Administrator referenced in the request.

Look Up Feature

A **Look up** icon next to a field indicates that you can search for an applicable value from a pre-defined list. In the Human Subject Incentive Payment form, you can look up values for the **Uniqname**, **Deliver To**, **State**, **Shortcode**, and the individual ChartField (e.g., **Department**) fields. The *Look Up Deliver To* page is used as an example to demonstrate this search feature.

It is recommended to always use the **Advanced Lookup** option when searching for field values as this option displays the alternate search criteria associated with the field. The most effective alternate search criteria to use in the HSIP form are:

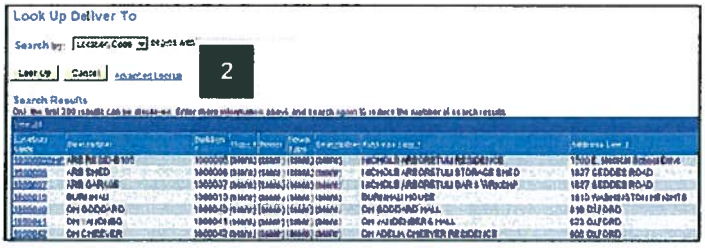
- **Name** for a **Uniqname** search
- **Address 2** for a **Deliver To** search
    - Location Codes beginning with a 2 indicate a particular room with a building. For best results when searching for a specific building/room, enter a **2** in the **Room** field and populate an additional search field (e.g., Address 2).

Partial values may be used in any search field to narrow the criteria.

Delivery Information Box

1. Click **Look up** to search for a **Deliver To** value.

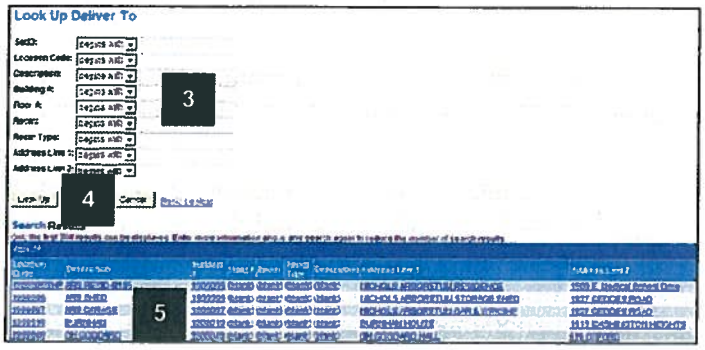
Look Up Deliver To Page



2. Click the **Advanced Lookup** link.

Note: The **Look Up** page automatically displays a list of the first 300 values. After you use the fields on the page to search for your specific criteria, the **Search Results** list displays only the values that meet your criteria.

Look Up Deliver To Page (continued)



3. To search for the **Deliver To** code for the building (and room if desired), enter as much information as you know into one or more of the following fields.
   - **Location Code** (seven-digit number that identifies a particular UM building and/or room within that building).
   - **Description** (short name for the building)
   - **Room** (use this field in conjunction with other search fields)
   - **Address Line 1** (long name for the building)
   - **Address Line 2** (street address for the building)
4. Click Look Up.
5. Click the desired value in the **Search Results** list to populate the **Deliver To** field and return to the HSIP form.

Note: Narrow your search if the Search Results list returns more than 300 results.

- You can enter a partial **Location Code** or **Building #**. However, you must enter the first 4 or 5 digits to get a results list that has less than 300 rows.

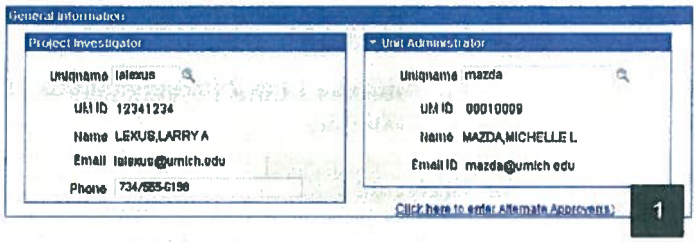
Alternates Feature

The **Click here to enter Alternate** links allow you to identify by uniqname the additional individuals who may complete a task associated with the request.

- Use the **Click here to enter Alternate Approver(s)** link to name one or more additional people who can edit, approve, and receive emails regarding this request besides the individual shown in the **Unit Administrator** box.
- Use the **Click here to enter Alternate Pickup** link to name one or more additional people who can pick up the incentive funds from the UM Cashier's Offices and/or receive funds from the Courier. These individuals my act as alternate custodians for the funds in addition to the individual shown in the **Custodian Information** box.

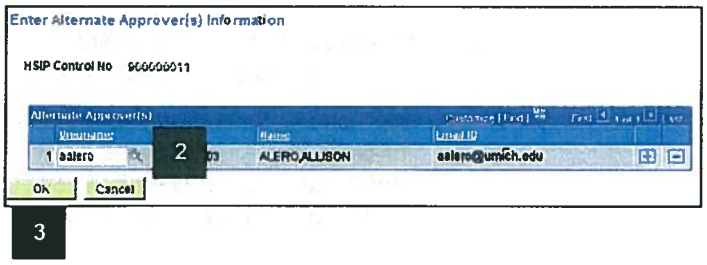
The steps below demonstrate how to enter an alternate Approver as an example of how to use this feature.

General Information Box



1. Click the **Click here to enter Alternate Approver(s)** link.

Enter Alternate Approver(s) Information



2. Type or select the **Uniqname** of the person who may act as the alternate.
3. Click OK.

Note: You do not see the alternate information on the main page of the HSIP form.