**Request for Research Subject Support**

Requester: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose of cash advance for research or purchase of gift cards with MU PCard: \_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Protocol #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grant Project Period End Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Choose Subject reimbursement method: \_\_\_ Cash Advance \_\_\_\_ Gift cards

Stipend/gift card per subject: $ \_\_\_\_\_\_\_\_\_\_

Total # of subjects: X \_\_\_\_\_\_\_\_\_

Total cash advance or gift cards requested: = $ \_\_\_\_\_\_\_\_\_\_

Time frame of study covered by advance/gift cards: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Researcher Signature/Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office of the Comptroller Signature/Date

Per University Policies and Procedures 3-08, purchase of gifts cards is prohibited without prior approval from the Office of Finance. For cash advances or gift cards to be used with research participants, complete this form and email it to an Office of Finance representative for approval (jenny.alexander@marquette.edu **or** lorena.sanchez@marquette.edu **or** dennis.butler@marquette.edu). Provide Research Compliance (ben.kennedy@marquette.edu) with a copy for their records.

FOR CASH ADVANCES:

Within 60 days of the grant project period end date noted above:

1. If you have used all of the money advanced, submit to the Comptroller’s Office a spreadsheet documenting distribution of the cash advances.

2. If you have not used all of the money advanced:

1. Prepare a cash receipt voucher in triplicate, crediting the RC and Restriction the advance was charged to, and use the natural account #6990. (<http://www.marquette.edu/comptroller/forms.shtml>)

b. Send one copy of the cash receipt voucher and a personal check to the Bursar's Office. Do not send cash through university mail.

c. Attach one copy of the cash receipt voucher to the spreadsheet documenting the cash distribution and forward to the Comptroller's Office.

The amount returned to the Bursar’s Office plus the amount of cash distributed to research participants should equal the amount of the original cash distribution.

FOR GIFT CARDS:

Within 60 days of the grant project period end date noted above:

1. If you have used all of the gift cards purchased, submit to the Comptroller’s Office a spreadsheet documenting distribution of the gift cards.

2. If you have not used all of the gift cards purchased:

1. Using this form, request an extension of the grant project period end date and/or provide a plan for distribution of the remaining gift cards and/or reimburse the university for unused gift cards.

For both cash advances and gift cards, it is the principal investigator’s responsibility to maintain the confidential distribution list of research participants and to produce the list, should it be necessary, for auditing purposes. [If requested, the principal investigator should be able to provide participant name, address, social security number, date issued, and IRB protocol number corresponding to the Human Subjects Payment Log.] IRS regulations require the university to treat a cash advance and/or gift cards as additional personal income to the employee, if the use of the funds is not detailed and fully supported in a timely manner. In such instances, the dollar amount of the undocumented cash advance/gift card(s) shall be added to the employee's annual w-2 earnings or withheld from monthly salary payments.