# **PROGRAM ADVANCE REQUEST FORM**UIC Department of Psychology

|  |  |
| --- | --- |
|  **Date** |  |
| **Requestor Information** |  |
| Name |  |
| UIN |  |
| Phone # (required by TEM for advances) |  |
| Email |  |
|  |  |
| **Research Information** |  |
| Title of Study |  |
| IRB Approval # |  |
| Faculty/PI associated with Study |  |
| Program Advance amount | $ |
| Total number of Participants |  |
| Do you want the funds directly deposited into your account or to pick as cash? If cash, list denominations.  |  |
| Payment per Participant |  |
| Date range you will be paying participants |  |
|  |  |
|  |  |
| **Notes** |  |

**\*Please note the following….**

**-MTurk Prime fees cannot be included in a Program Advance. See Jennifer for details.**

**-Do not pay participants prior to your Program Advance being approved.**

**-If you are not using MTurk, then you must maintain a spreadsheet AND receipts for those you pay and provide those when you closeout the advance.**