

PROGRAM ADVANCE REQUEST UIC Department of Psychology

Practical Guide for Filling in the Program Advance Request Form

- A custodian (program advance requester) may have one cash advance for human subject payments per active Institutional Review Board protocol.
- On the form be sure to include payment human research subject payment processing fees (if any) into the total amount per participant.
\$2.00/ per participant + \$0.40/payment processing fee = **\$2.40/per participant**).
- **Participant-sourcing platforms fees such as CloudResearch (former MTurk Prime) CANNOT be included in a program advance. They will still be paid by the DEPARTMENT. Please do not pay them with your personal funds.** Below are some examples of these auxiliary fees listed in the red bracket (Toolkit Fees (\$74.85) + Panel Fee (\$294.41) = Total CloudResearch Cost (\$369.26)) you might come across. These fees **MUST NOT** be included in the program advance total. The below example lists CloudResearch Fees as “Lab Fees” that should not be included in the program advance total. Amazon cost are costs associated with payments to research subjects and should be included in the total. To pay these fees, please send invoices to a Business Associate/Director of Operations. If logging into your account is needed, please email a temporary password including a login. This info can be given over the phone (312-413-9182) as well. We recommend paying these auxiliary fees prior paying research participants.

Lab Fee Details	
Amazon Cost:	\$1,591.20
Lab Fees:	\$67.60
Total Study Cost:	\$1,658.80

- Do not pay participants prior to your Program Advance being processed in Chrome River and funds deposited to your bank account.
- You must provide payment distribution logs AND receipts when you closeout the advance.
- Advance start and end dates cannot be for more than 18 months.
- Undergrad students are not eligible to take out program advances nor those who are not paid by the university in holding a regular appointment.
- Program advance requests should be submitted to a Business Associate/Director of Operations.

PROGRAM ADVANCE REQUEST
 UIC Department of Psychology

Date of Request: _____

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	
What account will be used to pay for the advance Please note account does not get charged until the advance is replenished or closed.	

Approved: _____