

PROGRAM ADVANCE REQUEST

A custodian (program advance requester) may only have one cash advance for human subject payments per active Institutional Review Board protocol.

On the below request form be sure to include payment amount to human research subject payment, processing fees (if any) and the total amount per participant. For example, \$2.00 per participant + \$0.40 payment processing fee = \$2.40/per participant

Do not pay participants prior to your Program Advance being approved 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 the Director of Administrative Operations for processing.

Requestor Information:	
Name	
UIN	
Email	
Research Information:	
Title of Study	
IRB Approval #	
Faculty/PI associated with Study	
Program Advance amount \$	
Total number of Participants	
Payment per participant and any fees (MTurk, CloudResearch) <i>Show detailed breakdown of costs</i>	

How will the participants be paid (gift cards, cash, Cloud, MTurk, etc...)	
Date range you will be paying participants	
What department account/CFOP will be used to pay for the advance <i>Please note account does not get charged until the advance is closed.</i>	
Additional Notes	