



USING YOUR RESEARCH AWARD TO COVER INTERVIEW EXPENSES

Research awards can be used to cover interview expenses however you have to secure IRB approval for human subjects and have the form processed by your PI (principal investigator) who has to be a member of academic staff or faculty who bears responsibility for the intellectual leadership of the project. The IRB approval and your request memo are the supporting documents you need.

Please be guided by the following: Students may not serve as principal investigators for human subjects protocol studies, and should ask and collaborate with a faculty member who is interested in overseeing the student project and could serve as PI. <https://sbsirb.uchicago.edu/page/frequently-asked-questions#Role4>

The custodian (student) MUST keep the cash advance in a secure location such as, a locked drawer or cabinet. The key to the drawer or cabinet must remain in the custodian's or an authorized delegate's possession at all times.

1. [A Log of Payments to Human Subjects](#) is to be kept of all disbursements. It must include the name, address, social security number, signature of recipient, and amount paid to each individual. If the custodian or the PI determines that the names of the research subjects are of a confidential nature, then code identifiers should be used and logged onto a [Coded Log of Payments to Human Subjects](#). Instead of identifying the individual subject by name, assign a code. The PI should maintain a file that cross-references the code identifier to each research subject. This file should include the name, address, social security number, signature of recipient, and amount paid to each individual. It is the principal investigator's responsibility to retain this information for a minimum of three years, after the final financial report is submitted to the grant or contract agency.
2. The completed log, plus cash on hand, must equal the total amount of the advance at all times.

All single payments to individuals that are \$100 or more must be paid directly to the individual. So the incentives need to be \$99 or less. It can be gift certificates but it has to be \$99 or less and we need the receipts along with the log. Please also include the IRB approval with the request along with the final memo.