**PURPOSE and SCOPE**

The purpose of this worksheet is to provide support for the IRB when evaluating payments to research participants. This worksheet is to be used. It does not need to be completed or retained.

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| **1 Requirements for payments** (Check if “Yes” or “N/A”. All must be checked.) |
|[ ]  All payments are described in the protocol, including (Check if “Yes”. All must be checked.): |
|  |[ ]  Amount |
|  |[ ]  Method |
|  |[ ]  Timing of disbursement |
|[ ]  Credit for payment accrues as the study progresses. |
|[ ]  Payment is not contingent upon completing the entire study.  |
|[ ]  The amount of payment and the proposed method and timing of disbursement is neither coercive nor presents undue influence. |
|[ ]  Any amount paid as a bonus for completion is reasonable and not so large as to unduly influence participants to stay in the study when they would have otherwise withdrawn. |
|[ ]  All information concerning payment, including the amount and schedule of payments, is in the informed consent document.  |
|[ ]  Compensation does not include a coupon good for a discount on the purchase price of the product once it has been approved. |
|[ ]  Compensation is not described as a “benefit” to participation.  |
|[ ]  The informed consent process specifies how participants will be compensated, the amount of payment, and any conditions under which participants will receive no or partial compensation.  |
|[ ]  Proposed cash payments to participants are appropriate for the study and the participant population. |
|[ ]  If identifiable information must be collected as a prerequisite to compensation, this is described adequately and accurately during the informed consent process, and the protocol describes adequate measures to protect confidentiality. |
|[ ]  Any lottery or raffle proposed conforms to the requirements outlined the [Lehigh University Human Subjects Research Policy](https://research.cc.lehigh.edu/sites/research.cc.lehigh.edu/files/documents/ORSP/CURRENT%20Lehigh%20University%20Human%20Subjects%20Research%20Policy%2005-Apr-2017.pdf).  |
|[ ]  No participant will receive more than $600 in compensation within a single calendar year. If a participant is involved in multiple studies involving payment at Lehigh, the PI will inform [Research Accounting](https://financeadmin.lehigh.edu/content/contact) of the annual amount paid to that participant for the study, along with the participant’s name and contact info. |