

## Gift Card Payment Procedure

### Overview:

University of North Dakota often conducts research projects that involve participants. Payments to incentivize participation will be paid primarily in the form of gift cards depending on the circumstances of the study and the dollar amounts involved. CEHD follows UND's Human Subject Payment Guidelines for these payments. This procedure is to provide college-specific guidelines and steps for issuing these payments.

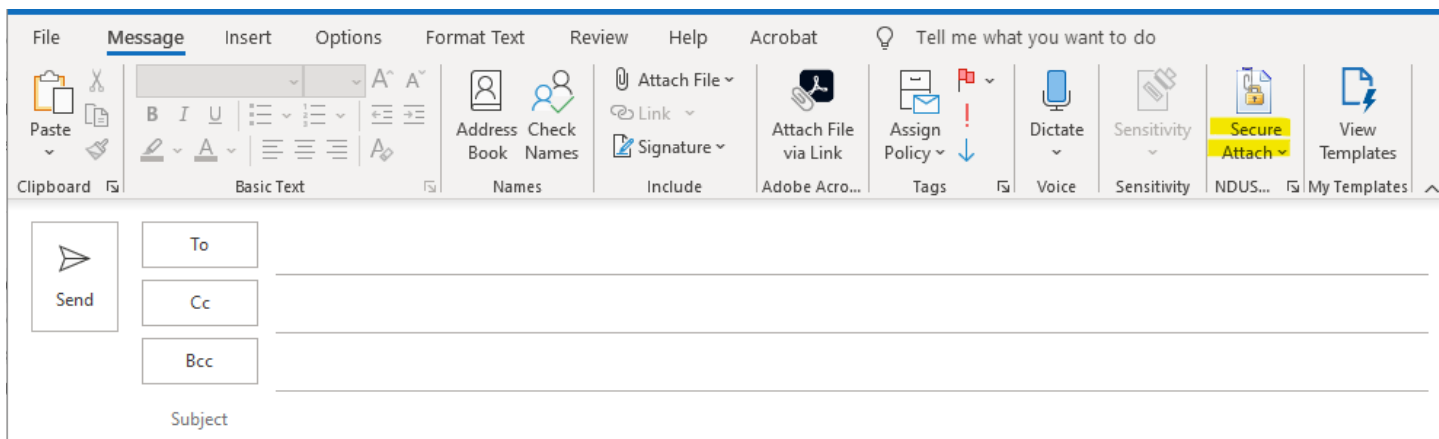
### Procedures:

To reduce the College's risk of loss and of misappropriation of funds:

- Compensation to participants will only be made via gift cards. Other forms of payment, such as cash or check, are not permissible.
- To the extent possible, only electronic gift cards (eGift Cards) via Amazon will be issued.
- Vendor (Amazon) will distribute eGift Cards; no physical or electronic inventory will be maintained by CEHD.

Before a PI initiates research activity that may result in a distribution of participant support in the form of gift cards, the following process should be followed:

1. PI will submit a [CEHD Gift Card Request Form](#)
  - a. Include on the form:
    - i. Number of gift cards requested
    - ii. Dollar amount of gift cards
    - iii. Source of gift card (should be Amazon unless preapproval has been granted by CEHD Grants Manager)
    - iv. Funding source providing the funding (i.e., grant name or professional development funds)
    - v. Whether participants' names are to be kept confidential
  - b. Note: To protect confidential information, the list of recipients should *not* be attached to the request form.
2. Form will route to CEHD ADRFD and Grants Manager for approval.
3. Grants Manager will provide grant funding source.
4. Once approved, a copy of the completed DocuSign form will route back to PI.
5. PI conducts research and identifies participants to receive gift cards.
6. PI will send a **secure email** to CEHD Inventory Coordinator Deby Radi ([deborah.radi@UND.edu](mailto:deborah.radi@UND.edu)) (see screenshot below) with the following attachments:
  - a. Copy of approved CEHD Gift Card Request Form
  - b. Human Subjects Payment Tracking Log
    - i. If subjects are confidential, do not include subject names. Instead, enter an identification number. Send a **separate secure email** to ADRFD with identification key.



7. Inventory Coordinator will:
  - a. Request gift card waiver from UND Payment & Procurement Services (P&PS).
  - b. Order eGift Cards through Amazon using the Amazon eGift Card template.
  - c. Use P-Card as payment source.
  - d. Update the Human Subjects Payment Tracking Log with the eGift Card # for each participant.
  - e. Send updated Human Subjects Payment Tracking Log via **secure email** to ADRFD and PI.
  
8. eGift Cards will be distributed to recipients via email.
  
9. ADRFD will maintain completed Human Subjects Payment Tracking Log and identification key (if required) in a secure drive according to Records Retention and audit requirements.

**Contacts:**

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<b>For eGift Card Purchasing Questions</b>	<b>Deby Radi</b>	<a href="mailto:Deborah.radi@UND.edu">Deborah.radi@UND.edu</a> <b>701.777.3661</b>
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