


**Research Subject Incentive Log & Waiver of Privacy for Participants receiving more than \$600**

 <p align="center"><b>Research Subject Incentive Log (Cash/Gift Card)</b></p>							
<b>SECTION A:</b>							
<b>ASC Project Number:</b>							
<b>Project Title:</b>							
<b>IRB Protocol Number:</b>							
<b>SECTION B:</b>							
	Date Distributed	Gift Card Number	Amount	SUBJECT ID # if confidential	Recipient's Name	Recipient's Signature	Person issuing payment
	<i>Example: 04/01/2019</i>	<i>CASH</i>	<i>\$20</i>	<i>AB-0150</i>	<i>Jackson Smith</i>	<i>Jackson Smith</i>	<i>Dr. Tuffy Titan</i>
1							
2							
3							
4							

Research Subject Incentive Payments (also known as Study Participant Incentives) are a payment or series of payments made to individuals in exchange for participating in research or sponsored program activities. This log is required in order to document these payments when using cash or gift cards.

When gift cards are used, the PI is responsible for keeping all original itemized receipts for their purchase. The PI must make a photo copy of the back of all gift cards where the gift card number is shown and write this number under the column "Gift Card Number" in the log. Unless the project is subject to HIPPA laws that require the participants to be kept anonymous, the recipient of the gift card must sign the log. In order to clear this expense and charge to the grant appropriately, the PI will need to submit the itemized original receipt for the gift cards, the completed and signed gift card log, and the photocopies of the gift cards.



**CALIFORNIA STATE UNIVERSITY, FULLERTON  
AUXILIARY SERVICES CORPORATION**

**Waiver of Privacy for Participant Incentive Payments in excess of \$600**

Project Title \_\_\_\_\_ PI Name \_\_\_\_\_ Date \_\_\_\_\_

I understand that I will no longer be an anonymous participant in this study because I have received \$600 or more in a calendar year for human subject/incentive payments by the CSUF Auxiliary Services Corporation. I also understand that my personal information, including my name, address, and social security number will be released to the Accounting Office for the purpose of payment to me and for tax reporting.

Participant's Name (please print legibly): \_\_\_\_\_

Signature of Participant Date: \_\_\_\_\_

Some projects that are subject to HIPPA laws will not need to complete the gift card log with the participant's names; however in the event a participant receives over \$600 in one calendar year, the participant will need to sign this waiver of privacy since the IRS dictates that any payment received over \$600 in one calendar year must be reported to Federal and State tax agencies.