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The College of William and Mary

Human Subject Payment Log (HSPL)

(Use when payment to human subject(s) is $50 or less)

RELATED POLICY: Paying Human Subjects for Research Studies

The College of William and Mary (the College) is required to maintain the confidentiality of research studies and human subjects while still complying with record keeping requirements of the Commonwealth of Virginia, the Internal Revenue Service (IRS), and funding agencies. The purpose of this log is to serve as documentation for incentive payments of $50.00 or less (per human subject) associated with participation in a research study conducted by College personnel.

NOTE: This will be attached to the Project Advance Closing Form (PACF) or retained with the SPCC transaction(s), if applicable.

VALUE	RECIPIENT'S NAME	RECIPIENT'S SIGNATURE	DATE	DISBURSER'S SIGNATURE	DISBURSER'S NAME