

The College of William and Mary

Human Subject Payment Voucher 1 (HSPV1)

(Use when payment to human subject(s) is \$51 to \$100)

RELATED POLICY: [Paying Human Subjects for Research Studies](#)

The College of William and Mary (the College) maintains the confidentiality of research studies and human subjects while still complying with record keeping requirements of the Commonwealth of Virginia and mandates of the Internal Revenue Service (IRS) and funding agencies. The purpose of this form is to serve as documentation for incentive payments of \$51.00 to \$100.00 (per human subject) associated with participation in a research study conducted by College personnel.

I, PLEASE PRINT RESEARCH PARTICIPANTS NAME HERE, have received/or am requesting an incentive payment in the form and amount indicated below:

FORM:

- Cash \$ _____
- Check \$ _____
- Gift Certificate/Card \$ _____
- Other Property – Describe: _____

TOTAL AMOUNT: \$ _____

Research Participant Signature

Date

TO COLLEGE PERSONNEL:

Human subjects may be given the opportunity to participate without receiving payment if they choose not to complete this receipt form.

This form provides documentation for gift certificates/cards or other property purchased by College P-card -keep original form as part of your P-card documentation.

If a College check must be issued for payment, attach HSPV1 to a completed Vendor Payment Request Form and submit to Accounts Payable.