

Guide for Quali Build Research Participant Payment Memorandum of Understanding

I. Purpose

The MOU for research participant payments is to be used when individuals will be compensated via cash or cash equivalents to participate in university-sponsored research. The type of compensation made to a research participant is determined by the Principal Investigator (PI), the terms of the funding source, and the Institutional Review Board (IRB) as applicable. IRB review is required for all research studies involving payments to research participants.

The money provided under an MOU should be used ONLY for the purpose of paying research participants for that specific MOU. Funds may not be commingled across projects.

II. Definitions

STUDY NAME – The name given to the specific MOU. This can match the IRB or sponsored research project title but is not required to. If one account or one IRB will be associated with multiple MOUs, consider naming the study something that will distinguish one project from another.

ACCOUNT MANAGER – The individual who performs the day-to-day management of the account from which the payments will be issued. If the account manager and Director of Administrative Services are the same person, this field can be left blank.

PRINCIPAL INVESTIGATOR – The researcher primarily responsible for conducting the specific research for which funds are being requested. This is typically a faculty member. See the certifications required by the PI in the MOU.

FUND CUSTODIAN – Typically this is the individual managing the funds to be paid to participants. This is the person who is responsible for receiving funds (including cash), and typically the person directly paying participants. See the certifications required by the FC in the MOU.

DRIVER WORKTAG – The account that will be paying for the research payments (e.g., US, GR, UF number).

DISBURSEMENTS – The method by which funding will be authorized.

Working Fund – A check or direct deposit to the Fund Custodian will be made. They can convert this into cash or gift cards to pay participants.

Online Payment Platform – Tango is the primary online payment platform used by the University. The MOU form will route to the College if Tango is chosen as each College should have their own Tango platform. Other online payment platform options are listed, and at this time those options can be arranged at the Department level.

WORKTAG OBLIGATED END DATE – The date at which the funding authorization expires. For sponsored projects this should reflect the end of the obligated budget period.

WORKTAG ANTICIPATED END DATE – The date at which the period of performance expires.

OBLIGATED PROJECT BUDGET – How much total funding has been obligated on this project for human subjects' incentives/compensation. E.g. for an incrementally funded award, if the sponsor obligated \$100,000 this year out of a total of \$500,000, how much of that \$100k is budgeted for human subjects' incentives/compensation?

ANTICIPATED PROJECT BUDGET – How much funding do you anticipate the project needing to pay human subjects over the life of the project? E.g., for an incrementally funded award, if the sponsor anticipates funding us at \$500,000, how much of that \$500k is budgeted for human subjects’ incentives/compensation?

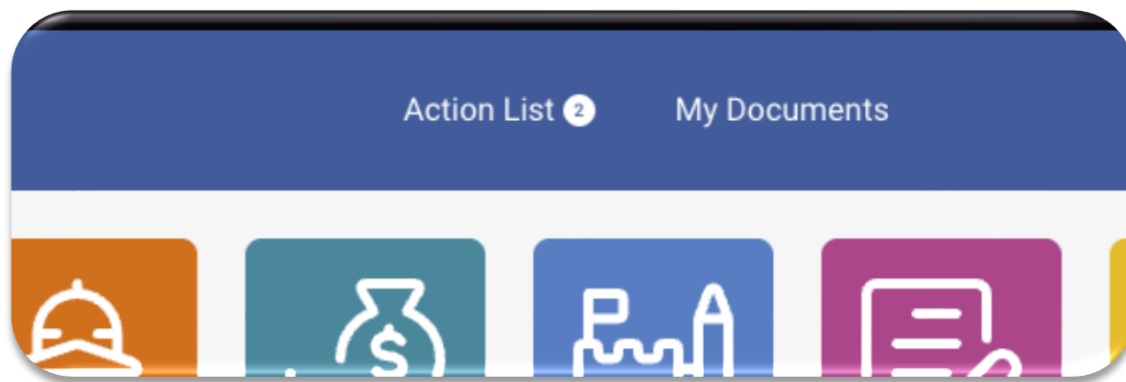
MAX DRAW AMOUNT: the amount of funding needed that does not exceed what can reasonably be used within 60 days.

ESTIMATED NUMBER OF PARTICIPANTS / ESTIMATED PAYOUT PER PARTICIPANT – The product of these two numbers should not exceed the Obligated Project Budget and should match the approved IRB protocol.

III. Approvals

Approvals

To approve an MOU, visit the Kualu Build home page and click “Action List” at the top center of the page.



Any pending Kualu Build forms ready for your review or signature will show up in this list.

The Document List will show you any forms completed or in progress for your unit or that you are named on. You cannot approve forms awaiting your signature from the Document List; it must be done via the Action List.

IV. Amendments

To amend an existing MOU, open the approved MOU and click the dropdown at the top left. Select “Create new version.” This will make the form editable again but will keep most of the information so it does not need to be retyped.

