Updated as of: 07/30/2013

**DIISP Participant Funding Mechanism**

Several changes have been made to this application process. Please carefully read the entire document before submitting a grant application.

A small number of $500 participant payment grants are available to support social and behavioral science research at Duke. These grants are provided through the DIISP Laboratory and SSRI. Priority is given to applicants who have no additional funding to support their research. Grant requests should be submitted to DIISP Lab Director (meredith.terry@duke.edu). Administration for the grants (i.e., accessing money, returning receipts) is handled by Ashley Hawkins (ash.hawk@duke.edu).

**Guidelines:**

Grantees are responsible for keeping all required documentation and for using grant funds as stipulated under Federal, University, and SSRI regulations. Under these regulations, researchers receiving a DIISP grant must:

1. Have received IRB approval for the study for which they are submitting the grant application. Please attach notification of IRB approval to the form when submitting the application. Participants may be requested to submit a copy of the protocol.

2. Collect a receipt using the **payment verification form** attached here (page 3) for every research participant receiving payment.

3. Provide the **original receipts** to Ashley Hawkins every two weeks (or more frequently). If receipts are not returned in a timely manner, DIISP is unable to withdraw further cash and this delays the research of others.

4. Pay participants at a **maximum rate of $12** per hour.

5. Conduct their study **on-site at DIISP**. In rare occasions, a grant may be given to a study to be conducted off-site (using DIISP laptops) if sufficient justification for why the study cannot be conducted at DIISP is provided and approved by the DIISP staff.

6. **Use the DIISP Participant Pool** or provide a **justification statement** as to why the DIISP Participant Pool would not meet the study’s requirements.

7. **Use funds within the semester for which the grant is awarded.** Funds not used within the current semester will be forfeited. If extenuating circumstances exist, an extension is possible by contacting Ashley Hawkins (ash.hawk@duke.edu) to request an extension.

8. **1, 2, 3 Guideline:** In one year, a researcher can receive only **1 grant** (as the primary grant recipient), an approved IRB protocol can only be awarded **2 grants**, and any person can be associated with a maximum of **3 grants** (as either principal investigator or as a researcher involved in the study). Under rare circumstances, additional funding may be granted beyond these guidelines if funding exists and sufficient justification is provided to and approved by DIISP staff.
DIISP GRANT RECIPIENT AND PROJECT INFORMATION

To be completed by Researcher:

Study Name: ____________________________________________ Semester: ______ Year: ______

Note: This title should be the same title under which you receive IRB approval.

Applicant Name: ____________________________ Date: ______________________

Advisor: ________________________________ Department: ________________ Participant Payment Amount: $

Researchers accessing funds: (1) ______________________ (print name and email)

(2) ______________________ (print name and email)

Grantee Agreement:

By signing below the grantee acknowledges the following conditions and responsibilities: Study participants must be paid at a maximum of $12/hour. Under University regulations, receipts (including signature, name, address, and amount paid) need to be collected for all participants. Receipts must be collected using the authorized receipt forms accompanying this application. Originals of all receipts should be submitted to Ashley Hawkins at least every two weeks (preferably on the 2nd and 4th Thursdays of every month). Researchers are responsible for all moneys and for keeping appropriate documentation as specified here. Funds not used within three months of the grant issue date will be forfeited unless grantee requests an extension. To be eligible for a DIISP Grant, studies must: have IRB approval; be run at DIISP or use DIISP laptops; and use the DIISP Participant Pool or provide justification why this is not possible.

This study has received IRB approval:

☐ Notification of IRB approval is attached

This study will:

☐ Be run at DIISP OR ☐ Use DIISP Laptops off-site (if applicable, provide a justification statement)

☐ Use DIISP Participant Pool OR ☐ Provide justification statement for participant recruitment outside DIISP pool

Please provide the additional information as requested below:

☐ I have attached a statement that describes any additional funding used to support this research.

Responsible researcher signature and name: ______________________________________________________
Responsible researcher email address: ____________________________________________________________

DIISP Office Use Only

Approved by: __________________ Signature Amount $ ______ Date ______

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SIGN-OUT

SIGN-IN
Research Participant Payment Verification Form

Duke University’s Accounting Office requires that researchers obtain the following information from research participants in order to meet its reporting obligations to the U.S. Internal Revenue Service. This payment verification form is collected separately from your consent form and will be submitted to the University’s Accounting Office. It will not be linked to your data from the study, or even with participation in a particular study.

Payment Received: $_________ Date: ________________________________
Full Name/Signature: ________________________________________________
Permanent Home Address:
_______________________________________________________________
_______________________________________________________________
_______________________________________________________________
Name and Signature of Researcher: __________________________________
Date: ________________

Research Participant Payment Verification Form

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Date: ________________