

# PROCEDURE

Research Participant Payment Process

Procedure Administrator: Assistant Provost

Authority:

Effective Date: December 7, 2012

Index Cross References: 1-52.5: Committee on the Protection of Human Subjects

Procedure File Number: 1097

Approved By: Dr. Herman J. Saatkamp, Jr., President

Richard Stockton College of NJ balances its responsibility to maintain confidentiality of information about human research subjects with record keeping requirements of the State of New Jersey, grantor agencies, and the Internal Revenue Service. Institutional studies involve human subjects, College procedure requires that the Institutional Review Board (IRB) be initially involved in a review of the study procedures (in compliance with federal regulations 45 CFR Part 46, see <http://www.hhs.gov/ohrp/humansubjects/guidance/45cfr46>) to determine risks to subjects and to assure that consent documents contain an adequate description of the sun atobw.7 ts aebenefit, but rather as a recruitment incentive or participation. The amount and schedule of all payments should be determined at the time of initial review.

The security of undisbursed cash or cash-equivalents is of utmost concern. Funds should be kept safe in a locked cabinet in an office securely locked at night.

## Guidelines for Compensation to Research Participants

There are no hard and fast rules about how much participants should or should not be paid. Participants should be paid enough to make up for their time and trouble, but not so much that their decision to volunteer or continue in a study is influenced by the amount being offered. Subjects should not see research participation as a way to make a living or regularly supplement their income. Large payments can suggest ~~possibility~~ and can be coercive.

Undue inducement is to be avoided. "Undue inducement" may be seen as inducement so high that were it not for the amount of the inducement, the participant would not enter the study, or the participant would withdraw from the study early, given his or her better judgment. Payment should not be entirely contingent upon the participant ~~completing~~ the entire study, as that may be coercive. Rather, payment should be structured to accrue as the study progresses.

Payment types are limited to cash. Researchers must collect Participant Receipts and must maintain a [Participant Payment Log](#) for all research participants. Both the Research Participant Payment (RPP) Log and the [Research Participant Receipt Form \(RPPRF\)](#) are required for payments to individuals for reasons of fiscal accountability, while maintaining confidentiality of the research participants.

These documents should be identified as confidential and will be processed in a prescribed manner ensuring na in apa



## Anonymous Research

In limited circumstances where completely anonymous research participation is necessary, the following provision permits a modification/exception to the above documentation and reporting requirements. To qualify for this exception, the research investigator must have written approval/acknowledgement from the IRB and each anonymous research participant must be paid no more than \$75. In this case the research