

Study Participant Payments Working Fund Request Form Instructions

The Study Participant Payments Working Fund Request Form (SPPWFR) is used to request a Working Fund check for study participant payments. The check can be made payable directly to the study participant or when study participants are paid in cash or gift cards, the check can be made payable to a designated person from the department.

Step 1: Complete all fields on the SPPWFR.

All fields are required except for the Social Security Number (SS#) and address fields. SS# and address are required for individual check payments of \$100 or more.

Step 2: To avoid processing delays:

- **Include the following Attachments:**

	Research Consent Form (including the study number)
	Payment Information Page from the grant/award showing allowable payment information
	Any supplemental information needed to substantiate payment and amount – e.g. mileage payments
	RAVEN printout showing the activity in the project account 4862

- **Required Approvals:**

	The Principal Investigator (PI) and the Department Administrator (or Designee) signatures are required and must be two different people.
	Clearly print/type the names of the PI and the Department Administrator (or Designee) in the appropriate fields and include the date.
	Ensure signatory authority is on file for the Department Administrator (or Designee) signing the form.

Step 3: Review all documentation, place the SPPWFR on top of the paperwork, and submit to the address on the form.

Step 4: Refer to [Financial Services Standard Operating Procedure No. 3706, Section II – Sources of Compensation](#) for additional information.

Email questions to FS-Workingfund@umaryland.edu

If you need to speak with someone, call Kenyatta Woolridge at 410-706-2155.