

Research Study Participant Payment Request

Principal Investigator (PI) Authorization

Purpose of Form: This form is used to record the Principal Investigator’s authorization for payment to research study participants.

Part 1: Completed by the department entering the NONPO Payment Request

Date:		Protocol/IRB #	
NONPO Invoice Number(s):		Total Amount Requested (Must equal Total of the NONPO Invoice Amount(s))	
Individual Authorized to Pick up Check(s):		Email Address:	

Part 2: Principal Investigator Authorization and Compliance Statement

<p>By signing below, I confirm that I have read and agree to comply with UMB Policy VIII-99.00 (B) and Administration & Finance Procedure #3706 . I acknowledge that as the Principal Investigator I am required to verify, sign, and date the log of all study participant payments and I am required to verify, sign, and date the reconciliation of the funds received, disbursed, and remaining for this request.</p>	
Principal Investigator Signature	Principal Investigator Name (Please print/type)
Date	
<p>The University of Maryland, Baltimore is compliant with the regulations and conditions set forth in the Health Insurance Portability and Availability Act of 1996 (HIPAA).</p>	

Note: Cash Log checks are General Working Fund checks that are requested for cash to disburse to participants or requested for cash to purchase gift cards disbursed to participants. A check is expired if it has not been resolved within 60 days of the check date ([see Addendum, Part 1](#)). Expired checks are temporarily charged to the department revolving SOAPF until the check is resolved so that the State will replenish the General Working Fund bank account. If this request is for a Cash Log check, the Revolving SOAPF is required below.

Revolving SOAPF:

Part 3: Upload this completed authorization into Quantum Financials with each NONPO Payment Request for the study referenced above.

Questions may be sent to:
FS-Workingfund@umaryland.edu