
Procedures for Human Subjects' Incentives & Payment for Research Participation Using Electronic Gift Cards Purchased from Tango

Overview: Principal Investigators (PIs) conducting research with human subjects require adequate participation in a study in order to produce reliable results. Incentive payments help to encourage study participation. At the same time, the university must ensure that incentive payments made to individuals comply with all applicable regulations.

Faculty members who are distributing electronic gift cards for incentives may use Tango **if the purchase will be paid for using OSPR-managed funds**. Tango eliminates the need for faculty to use their own funds to purchase incentives. It also maintains an electronic file of the gift cards distributed that can serve to document distribution of the gift cards for audit purposes.

The following steps are required:

1. [Obtain IRB approval](#). The IRB application should specify the protocol funding source, incentive type and anticipated number of participants.
2. [Contact your OSPR Post-Award Administrator](#) to let them know you would like to use Tango.
3. Complete the Tango Gift Card Request form and have it signed by your department chair and dean.
4. The OSPR Post-Award Administrator will process payment to Tango based upon the information in the completed form. Once Tango receives the payment, generally 3-4 weeks later, an account will be established for the study.
5. Collect the name & email of participants during the consent process and enter it into the Tango system along with the amount authorized per payment to initiate use of the authorized amount.
6. Participants will receive an automated email to retrieve gift card following completion of the research activity (e.g.: survey, interview, etc.).
7. Once the recipient retrieves a gift card, Tango records the activity, which provides a record of gift cards distributed throughout the study.
8. When the study is finished, the OSPR will reconcile the account and request a refund from Tango. The account will be closed.