Towson University Research Participant
Incentive Payment Log

IRB Protocol #:	
Principal Investigator:	
Gift Card Vendor(s):	

How are research participants being paid? "X" all that apply. If Other, describe what is being used as a payment mechanism

Gift Cards ☐ **Check** ☐ **Other** ☐ **Description:**

Note: *f Payee is **not** a U.S. Citizen or Permanent Resident, then contact the NRA Tax Office at nratax@towson.edu*
If payment is $600 or more, please attach a W-9 for each payment over that amount.

Required	*Required*	*Required*	*Optional, if approved by IRB*	*Required*	*Required*	*Required*
Amount of Incentive	**Incentive Type & Identifier: If Check or Gift Card, note the Check Number or the Gift Card Number/Identifier** (located on the back of the card). If other, describe item.	**Name of Recipient or Recipient Identifier (please print)**	**Recipient's Contact Information, such as e-mail/mailing address and/or phone number (please print)**	**Date Received by Recipient**	**Recipient's Acknowledgement**	**Initials of PI Providing Incentive**

Submit completed form with Miscellaneous Expense Voucher if seeking reimbursement.

PI Signature _____