

8.4.2 Electronic Codes for Human Subject Payments

Policy Statement

The University of Illinois System often conducts research projects that involve the use of human subjects. When human subjects are offered financial incentives to participate in research, an electronic code (eCode) may be used to pay them in the form of cash equivalents.

Reason for the Policy

An eCode may be used as a cash equivalent to incentivize human subject participation in research projects.

Applicability of the Policy

Whenever eCodes are used as a cash equivalent to incentivize human subject participation in research projects. eCodes cannot be used as an incentive in confidential studies.

Procedure

An eCode must be created in the name of the principal investigator or designee responsible for the payments related to the human subject study. This individual is the custodian of the funding source for the eCode account. All eCodes should be issued directly to the participant.

To obtain eCodes to use as human subject payments:

1. Complete and email the Amazon eCode Setup form.
2. Once the CFOAP Approver and Business Manager identified on the Amazon eCode Setup form have approved the study, instructions will be sent to the principal investigator or designee on how to issue eCodes.

Human Subject Study eCode End Date

When the eCode funding source reaches its end date it will no longer issue codes unless an extension is requested from the [eCode system administrators](#) .

Back-Up Documents

Information that needs to be provided in the back-up documents should include the IRB approval number, the name of participants, the amount of the payment, and the recipient's signature.

Related Policies and Procedures

[8.4 Payments to Human Subjects](#)

Additional Resources

Job aid for [System Navigation](#)

Job aid for [Create an Expense Report \(ER\)](#)

[Payments to Foreign Nationals](#)

[Foreign National Payments Resource Page](#)

[Award, Prize, and Human Subject Payments](#)

[University Payables Training Materials](#)

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