
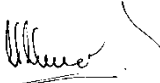


SOP - 19

ADMINISTERING PARTICIPANT REIMBURSEMENTS

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Table of Contents	Page
1. PURPOSE	2
2. PERSONNEL REQUIRED AND LEVEL OF EXPERTISE	2
3. MATERIALS	2
4. PROCEDURE	2
5. TROUBLE SHOOTING	3

Definitions/Abbreviations	
SOP	Standard Operating Procedure

SOP - 19

ADMINISTERING PARTICIPANT REIMBURSEMENTS

1. PURPOSE:

Reimbursing participants for time and expenses incurred when participating in research studies.

2. PERSONNEL REQUIRED AND LEVEL OF EXPERTISE:

- Investigator or research team.

3. MATERIALS AND EQUIPMENT REQUIRED:

The forms that you will need depend on the type of payment (see Procedure section), but will include at least one of the following:

- Cash Advance Expense Request Form
- Cheque Request Form
- Participant Study Form
- Participant Reimbursement Receipts
- Cash Advance Finance Report

All forms can be accessed via the Research Resources folder on the TARG Z-Drive under Participant Reimbursement and Finance Forms, and/or the School Intranet. When completing and sending forms as per the procedure below, take a photocopy in case forms get lost.

4. PROCEDURE:

The procedure for administering participant reimbursements will depend on the amount of money being reimbursed and the type of grant code.

For:

- Reimbursements of £50 or **under**, and all grant codes except school budget codes, go to 4.1
- Reimbursements of **over** £50, and all grant codes except school budget codes, go to 4.2
- Reimbursements for studies with HF grant codes, and reimbursement for school budget codes, go to 4.3

4.1. For reimbursements of £50 or under: These payments **MUST** be made in cash.

1. Fill in the **CASH ADVANCE EXPENSE REQUEST FORM**. On this form you should include the expense code and total amount. You should give a breakdown of denomination required (e.g., 20 x £5) or you can change money at **the nearest bank** when you receive your money. This form needs to be signed by the researcher and the grant holder.
2. Complete the **PARTICIPANT STUDY FORM** and attach this to your cash advance expense request form.
3. Make a copy of all forms for your records. Put originals in the blue finance box in the School of Psychological Science reception.
4. Ensure all finance forms are submitted to finance by Monday (forms to school reception) so cash can be collected from the Cash Office (payments counter) on Thursday. Ensure you call the Cash Office (01179289163) to see if your cash is ready for collection. If ready, collect from Cash Office (ground floor of 5 Tyndall Avenue, Bristol, BS8 1UD). Make sure you keep all paperwork received with the cash.
5. Take cash and all finance documents to the Research Administrator (Will) in 5D11 and he will deposit them into the safe. A record of the deposit will be made. You can withdraw small amounts of money from the safe to pay participants as needed. Cash can be collected from the TARG administrator on Tuesdays and Thursdays from 10 am to 11 am. Please email Will at targ-admin@bristol.ac.uk in advance to let him know if you are coming.

SOP - 19

ADMINISTERING PARTICIPANT REIMBURSEMENTS

6. After paying participants, participants must complete a **PARTICIPANT REIMBURSEMENT RECEIPT**. Each participant should sign, date and write how much they have received. This form needs to be countersigned and dated by the researcher at the same time. Ensure ethics reference is included to identify the study.
7. To withdraw additional cash, you will need to return signed **PARTICIPANT REIMBURSEMENT RECEIPTS** to 5D11 so they can be stored with the other finance documents, BEFORE you can take more money.
8. At the end of the study as part of study closure, complete the **CASH ADVANCE FINANCE REPORT**.
9. Take the **CASH ADVANCE EXPENSE REQUEST FORM, PARTICIPANT STUDY FORM, PARTICIPANT REIMBURSEMENT RECEIPTS, CASH ADVANCE FINANCE REPORT, AND LEFTOVER CASH** to the School Manager (Melissa Werrett). She then signs off the cash advance finance report.
10. Return the **CASH, CASH ADVANCE FINANCE REPORT, and finance's original paperwork** to the cash office (ground floor 5 Tyndall Avenue). They will give you a receipt to confirm that they have received the cash. They will submit the stamped form to finance. Cash must be returned in person, not via mail. Note that finance will not issue any further cash advances until this process is complete and students will not be able to graduate with any debts outstanding.
11. Store **PARTICIPANT REIMBURSEMENT RECEIPTS and CONSENT FORMS** in 5D11.

4.2. *For reimbursements of over £50:* These payments MUST be made by cheque.

1. Fill in the **CHEQUE REQUEST FORM** for each participant. These will need to be authorised by the budget holder. Make a copy of each for your records.
2. Complete the **PARTICIPANT STUDY FORM** and attach a print out of this to **every** cheque request form.
3. Put the original cheque request forms together with the attached participant study form in a plastic wallet and put in the blue finance box in the School of Psychological Science reception.
4. Keep a running log of everyone you have requested a cheque for and the date that it was requested.
5. If a participant doesn't receive their cheque, contact Accounts Payable team in the first instance.

4.3 *Reimbursements for School budget codes/HF grant codes:* These payments are made via reception in 12a Priory Road. Only reimbursements for studies with HF grant codes will be paid via reception.

1. Fill in the **PARTICIPANT STUDY FORM** and hand this to the school reception at least 3 working days prior to your study starting.
2. Every time you test a participant, you must send an email to psych-school@bristol.ac.uk with all of the following: grant code, study title and full name of the person who has just completed your study.
3. Alternatively, go to reception with participants after each testing session.

5. TROUBLE SHOOTING:

Problem	Solution
Any problems	<p>TARG Laboratory phone: 07957334265</p> <p>Prof Marcus Munafò (0117) 954 6841 internal 46841 Marcus.Munafò@bristol.ac.uk</p>
Reporting guidance or advice	<p>Cash Office (0117) 928 9163 internal 89163 cash-office@bristol.ac.uk</p>