

For questions about paying human subjects contact Sherry Murphy in the Controller's Office at (650) 723-9757

Full document available at <https://docushare.stanford.edu/dsweb/Get/Document-33375/HumSubj.doc>

General Principles

- Investigators have fiduciary responsibility to account for funds spent in study
- Investigators must allocate payments to the correct purchasing transaction account (PTA)
- Payments are considered income to study participants
- Payment options differ depending on participants' residency status

Participant is a non-resident alien: two methods of payment

1. Check using **Other Checks** module in iOU.
 - Payment in any amount: Record participant name, address, signature, date, payment amount and protocol number and SSN. Submit to Travel and Reimbursement (T&R).
 - *All payments, in any amount, will be reported to the IRS.*
2. Gift certificate or other non-cash items (e.g., t-shirt, gift cards)
 - Payment (value) under \$100. Record name, address, value and recipient signature evidencing receipt. Submit the recipient information, plus a receipt for the gift/item to T&R. (If no signature – complete the Attestation form and submit to T&R.).
 - Payment (value) over \$100. Record name, address, value, recipient signature evidencing receipt and SSN, as the recipient or payer must pay the 30% withholding tax at the time the money is disbursed. Submit the recipient information, plus a receipt for the gift/item to T&R.

Participant is a US citizen or resident alien: three methods of payment

1. Cash with funds disbursed to department via the **Advance** module in iOU
2. Check using **Other Checks** module in iOU

For both of the above methods:

- Payment under \$100. Record participant name, address, signature, date, payment amount and protocol number. If you believe recipient will receive less than \$600 in a calendar year, collecting a SSN is not required (unless participant is Stanford or SLAC employee). Submit to Travel and Reimbursement (T&R).
 - Payment over \$100. Record participant name, address, signature, date, payment amount and protocol number and SSN. Submit to Travel and Reimbursement (T&R).
 - *If you elect to retain tax documentation for payments under \$100, you assume tax liability for the tax compliance, and must produce documentation if requested by tax authorities. (Certification method).*
 - *Cash payments to Stanford/SLAC employees, regardless of amount, will be reported to the IRS.*
3. Gift certificate or other non-cash item (e.g., t-shirt, gift cards)
 - Payment (value) under \$100. Record name, address, value and recipient signature evidencing receipt. Submit recipient information, plus receipt for the gift/item to T&R. (If no signature – complete the Attestation form and submit to T&R.). If you believe recipient will receive less than \$600 in a calendar year, collecting a SSN is not required (unless participant is Stanford or SLAC employee).
 - Payment (value) over \$100. Record name, address, value, SSN and recipient signature evidencing receipt. Submit the recipient information, plus a receipt for the gift/item to T&R.

Special Considerations for Stanford or SLAC Employees

- Study conducted by participant's department or related to participant's regular employment: employee must be paid through the Payroll system.
- Cash payments, regardless of amount: collect SSN and report to T&R.