Cash Advances are available to support research activities in our community.

Graduate students, staff and faculty may request advances to pay research subjects/participants.

You may request an advance if you have an IRB approved study that provides subject payments of $50.00 or less and the total amount needed for all subjects is more than $300.00.

An individual cannot have more than one advance out at a time. All prior advances must be settled before a new advance can be attained.

**To request an advance submit the SESP--Advance Request form (attached) to the Dean’s Office. Advance Requests should be submitted 2 weeks prior to the start of the study to allow for processing time.**

Once the Dean’s Office receives your SESP--Advance Request, a travel authorization will be generated—you will be notified when this form is ready for signatures. The requester along with the project PI will be required to sign. After the travel authorization is signed, it will be submitted to the proper parties for processing (Dean’s Office, ASRSP, AP).

Once the advance is fully processed the amount of the advance will be direct deposited in the requester’s bank account.

Every person interviewed/surveyed must complete a Research Participant Cash Compensation Form (attached). You must sign each form as the research coordinator. Alternative forms of documentation may be used with prior Dean’s Office approval.

Advances must be settled within five days of the completion of the study. For all cash advances length of study is capped at 6 weeks from the date issued. To close the cash advance you must bring the completed Compensation Forms and any remaining money to the Dean’s Office. Money should be returned via personal check or money order made out to Northwestern University.

Once the Dean’s Office receives all of your completed Research Participant Cash Compensation Forms and check (if needed) an expense report will be generated. You will be notified when this form is ready for signature.

### Key Information

* You must have IRB approval prior to beginning your study.

* You can request a cash advance if the total amount you need is $300 or more.

* Payments to subjects cannot exceed $50.

* Graduate students, staff and faculty can request an advance.

* An individual cannot have more than one advance out at a time.

* You must have each research subject/participant complete a Research Participant Cash Compensation Form (attached). You must sign and complete every form.

* Advances must be settled within 5 days of completion of study. (Please note for all advances study period length is capped at 6 weeks).

* If an advance is left unsettled for 90 days from end date the advance will be charged to the employee’s department budget; and as required by federal law, the amount of the advance will be reported as taxable income to the employee.
SESP – Cash Advance Request

Date: ____________________

Requester’s Name: __________________________

University/Employee ID: __________________________

Email: __________________________

Name of the Study (only 30 characters): __________________________

(Department Name or Grant Project Name if the study is of sensitive nature.)

Location of Study: __________________________

Period of Study: Start date ______________ End date ______________

(Exact dates are required. The study period cannot exceed 6 weeks. If the study extends beyond the 6 weeks an additional will be required.)

Chart String: __________ - __________ - __________ - __________ - __________

Fund  Dept  Proj  Act  Account code

Total Amount of Request: __________________________

(Total advance must be more than $300)

Estimated Number of Subjects: __________________________

Estimated Payment Amount Per Subject: __________________________

(Cannot exceed $50.)

Estimated Number of Visits per participant per Calendar Year: __________________________

IRB Number: __________________________

(A complete copy of your IRB approval must be submitted along with this form to the Dean’s Office.)

* Request must be made 2 weeks prior to start date of study. Late requests will result in funds not being released until a later date.

Dean’s Office Use Only

Date Request Received: ___________  Authorization ID: ___________
Research Participant Cash Compensation Form
Cash compensation includes cash, gift cards, and stored value cards.

Research Study Title: ____________________________________________

Date of Study Participation: ______________________________________

Amount Due: $___________

Authorizing Personnel: ____________________________________________

___________________________
Research Coordinator Printed Name

___________________________
Research Coordinator Signature

Participant Name: ________________________________________________

Payment Date: __________________________________________________

Amount Received: $___________

Is the Participant a Northwestern University employee? YES□ NO □

Participant Signature: ____________________________________________

I certify to the following:
• The participant information is accurate.
• I have participated in the above study.
• The amount I will or have received in this study plus my participation in other Northwestern University studies (if applicable) does not exceed $100 for this calendar year.