SVC are available to support research activities in our community.

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

You may request an SVC if you have an IRB approved study that provides subject payments between $15.00-$100.00.

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

To request cards, submit the SESP-SVC Request Form (attached) to the Dean’s Office. SVC Requests should be submitted 1 week prior to the start of the study to allow for processing time.

Once the Dean’s Office receives and processes your SESP-SVC Request Form and the Research Payment Card Request Form, you will receive an email that the request is being processed with the Bursar’s Office.

When the cards are ready for pick up, you will receive an e-mail from Cindy Regner of the Bursar’s Office. Be sure to pick up your original Research Payment Card Request Form from the Dean’s Office prior to picking up the cards from the Bursar’s Office. In addition to the original request form, you will need your valid WildCard.

Key Information

* Must have IRB approval prior to beginning your study.

* Payments to subjects must be between $15.00-$100.00.

* Graduate students, staff and faculty can request SVC.

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

* You must have each research subject/participant complete a Research Participant Cash Compensation Form/Log.

* Must submit the load confirmation sheet and card return form (if applicable) to close SVC.

* SVC requests must be settled within 60 days of the date issued.

* Each card is charged a non-refundable fee of $1.50 regardless of use.

* Please note: SVC requests cannot be directly charged to a sponsored account. If the cards are being used for a sponsored project, a correction journal will transfer the charge from the original department account to the correct sponsored account upon closing the SCS request.

Every person interviewed/surveyed must complete a Research Participant Cash Compensation Form or Log and the “Load Confirmation Sheet”. Alternative forms of documentation may be used with prior Dean’s Office approval.

SVCs must be settled within 60 days of the issue date. Unused cards may be returned to the Bursar’s Office in the original sealed envelope. To close the SVC you must bring the completed Compensation Forms or Load Confirmation Sheet and Card Return form to the Dean’s Office.
SESP – Stored Value Cards (SVC) 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.)

_____________________________________________________________________________

Period of Study: Start date ____________________ End date _________________________
(Exact dates are required. The study period cannot exceed 60 days. If the study extends
beyond the 60 days additional requests will be required.)

Research Project Chart String:

- - - - - -
Fund Department Project Activity Account

Please note: this is the account where the funds will be charged. If this is a sponsored project, a non-
ponsored chart string will be required for the holding account. The holding account is the chart string
listed on the Research Payment Card Request Form.

HOLDING ACCOUNT

- - - - - -
Fund Department Project Activity Account

** PI APPROVAL: ______________________________________________________________ (signature)

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 1 week prior to start date of study. Late requests
will result in gift cards not being released until a later date.

Dean’s Office Use Only

Date Cards Issued: ____________________ Transaction ID: ________________________