

## Research

### Research Participant Payments

Cash and gift cards may be used to make payments to individuals for participation in various research studies on grant or other local funds.

For gift cards, departments must process an ePro requisition to the vendor from whom the cards are to be purchased. To request cash for research participant payments, departments must process an ePro requisition with the UNT System component as the vendor. In the justification, state the name and telephone extension of the individual designated as custodian of the cash/gift cards. The custodian must be a full-time benefits eligible employee who will be designated as the responsible party for custody of the cash/cards at all times.

Generally the maximum value of cards to be purchased or cash to be received at one time is \$500, and the disbursement period should be no longer than three (3) months. If additional cards/cash or time are needed, use 2 or more lines on the requisition. The custodian will be notified when the check or cards are available.

Custodians are required to maintain a Research Participant Disbursement Log as the cash/cards are distributed. The original Research Participant Disbursement Log must be submitted to Payment Services after each event or disbursement date to serve as supporting payment documentation for expensing the funds disbursed, i.e. to serve as receipts.

A Confidential Research Participant Payment Log found under the Forms section of the [Petty Cash page](#) will be used by the department to assist in the assignment of confidential ID numbers for anonymous participants who are receiving cash/gift cards. The Principal Investigator must retain the confidential log at the department level per the record retention requirements of the grant or contract and must make it available for all approved audit purposes.

At all times the total value of the cash or gift cards being held and the value of the payments on the disbursement log must equal the amount of the Purchase Order or the Purchase Order line used for the disbursement. Use the following category codes in ePro.

Classification	ePro Category Code
Research Participants when using grant funds	961-99
Research Participants when using non-grant funds	962-99

### Research Related Products and Services

State funds may be used to support general research. Once a project has been awarded and assigned a DeptID/ProjID number, state funds may no longer be used for anything related to the project. The selected DeptID/ProjID or other appropriate local funds must be used.

### Texas Advanced Technology Research Program

The Texas Advanced Technology Research Program was created by the Texas Legislature in 1987 and is administered by the Texas Higher Education Coordinating Board. The Coordinating Board through a competitive process awards two-year grants. These grants appear within 3 DeptID/ProjID ranges: G352XX, G354XX or RS9001-RS9499. Orders on these DeptID/ProjIDs must include the following exemption statement: "Exempt from CPA - Research in Higher Education; Chapter 823, HB 2181, 70th Leg, RS, (1987)".