

Human Subject Payments (HSP) Roles and Responsibilities (11/08/2016)

- Principal Investigator is responsible for the entire project and actions of the study team
- Custodian ensures that payments are in compliance with the approved Institutional Review Board (IRB) protocol and Informed Consent (IC) document, as well as the Custodian Acknowledgement (CA).
- Ordering cards involves accepting the CA. This means you understand and will follow all of the listed requirements. (If you click “decline,” the HSP system will reject your request.)
 - See attachment for an example of the CA
 - Commonly used templates for receipts and other documentation are available on the T:\ drive.
 - Please consult Susan if you need assistance with receipts or other documentation.
 - If you have any questions or concerns about HSP roles and responsibilities, please consult Kathy Jones or Susan Chandler promptly to avoid being out of compliance
- Other important details
 - Payment receipts must be filed separately from the IC or study data.
 - If the total HSP to an individual over the course of the study is greater than \$75, you must collect the Social Security Number.
 - Some vendor gift cards and e-cards are non-refundable. The charges for all unused cards paid by a grant will be moved to the PI’s overhead at the end of the study.
 - Be sure that you know the policy of the gift card or e-card issuer before ordering.
- Documentation for approvals
 - With the implementation of myIRB, it is no longer necessary to provide a paper copy of the protocol to the department or e-mail PDFs of approvals, IC forms, amendments, and renewals.
 - Susan Chandler has view access to all HEB protocols in myIRB. She will download required documentation and save it to a T:\ drive folder that only grants and department administrative staff can access.
 - Each faculty member remains responsible for obtaining and maintaining IRB approval for their human research activities.

- HEB and HHP contacts for HSP:
 - Approver will compare the Study Fund Request (SFR) to the IRB protocol and ICF.
 - Kathy Jones will assist with setting up the SFR and with payment issues should any arise. List her as a study team member on the SFR so that she has access to assist with issues.
 - Susan Chandler will perform internal audits for HEB. Kathy Jones or Dorothea Roebuck will audit accounts if Susan is the Custodian.
 - IMPORTANT: Funding Agency, Treasury Management, and the IRB also reserve the right to conduct audits.
- Departing Faculty:
 - The departing faculty member is responsible for closing out his/her HSP study. Fund(s) per UF policies and procedures prior to leaving the university.
 - All payment receipts and signed ICFs must remain in the Department for audit purposes.
- References:
 - UF Treasury Management HSP website:
<http://www.fa.ufl.edu/departments/treasury-management/human-subject-payments/hsp-security-roles/>
 - UF IRB-01 Position Paper on Compensating Subjects to Participate in Research:
<http://irb.ufl.edu/wp-content/uploads/op-payment.pdf>