Create a New Human Subject Incentive Payment (HSIP) Request in M-Pathways

To obtain funds to pay human subjects participating in a University of Michigan study, researchers (including Study Team members) complete an HSIP (or ISR) Payment Request. Funds can be obtained in cash, by check, by gift card, or by payment coupon.

The study’s project administrator can assist you with this information.

Before you begin an HSIP request, gather the following information:

- The study’s HUM Number (if one exists) and Title
- The Institutional Review Board (IRB) approval dates and approval number for the study (as applicable)
- Tier (if no HUM Number exists) to identify subject payment threshold and documentation requirements.
- Uniqnames of key personnel (study’s Principal Investigator, unit Approver for the request)
- (Optional) ShortCode value(s) to which the incentive payments will be charged.

This procedure demonstrates key tasks, such as:

- Logging into the Payment Request form
- Completing and submitting a request
- Obtaining the payment receipt form
- Completing the Subject information template
- Submitting receipts and completed templates

Optional tasks, such as:

- Assigning alternates for a request, such as Approvers or fund custodians (Pickup)
- Locating and updating a returned request

Resources for help:

- For HSIP questions, contact the HSIP Office. Contact information at: http://www.finance.umich.edu/treasury/hsip/contacts.
- For assistance with system errors, connectivity issues, contact the ITS Service Center at 764-HELP.

See the Human Subjects Incentives Program web site (http://www.finance.umich.edu/treasury/hsip) to:

- Register for instructor-led training
- Obtain templates to submit subject details
- Review payment options
- Obtain data entry instructions by payment type (e.g., gift cards) and distribution option.
Log in to the Request Form

Go to: Wolverine Access (https://wolverineaccess.umich.edu/index.jsp) > Faculty & Staff tab

Faculty & Staff Tab – Treasury Management Menu

1. Click the Human Subject Incentive Payment Request link.

University of Michigan WebLogin Page

2. Type your uniqname in the Login ID field.
3. Type your U-M (Kerberos) password in the Password field.
   Note: You do not need to enter MToken information.
4. Click Log In.

Complete and Submit a Request

Human Subject Incentive Payment Home Page

5. Click Create HSIP Request.
   Note: ISR Business Office, click the Create ISR Request button. Follow the remaining steps in this procedure to complete the request.
6. Type or look up the Principal Investigator’s (PI) uniqname in the **Uniqname** field.  
   Note: This is the PI on the study in the eResearch system.

7. Type or look up the uniqname of the Approver for the payment request in the **Uniqname** field.

**Note:** The remaining fields default based on information in the HRMS system. If applicable, enter an alternate **Phone** number for the PI or Approver, but make sure that it is for that employee.

<i>At this time, you may also choose to add optional **Alternate Approver(s)**.</i>
Enter Study Information Based on Type of Study

If you do not know whether the study has a HUM Number, contact the HSIP Office.

The fields displayed in Study Information section vary depending on the Tier value that defaults/is selected and whether the study is Non-Regulated.

To view incentive thresholds and documentation requirements by Tier, click the Tier Information link. You must have pop-up blockers turned off for your web browser to view this information.

### Study with HUM Number

8. Type the rest of the study’s HUM Number in the HUM Number field (e.g., HUM00054321).
   
   Note: Field automatically populate with "HUM000".

9. Verify that the study information defaults (not shown):
   - IRB Status
   - HUM Title
   - Approval Date and Expiration Date
   - Tier (required)
   - Valid Payment Type

10. For exempt studies, a Tier value doesn't default. Select Tier 1, 3, or 5, as applicable. You must have special permission from the HSIP Office before selecting Tier 2 or 4.

11. If the Tier is 2 or 4, select an exception reason from the Exception Type field (not shown).

   Note: For multi-tier studies, you must enter exception information.

12. Type the title of the study in the Study Title field.

13. Type or select the following dates:
   - Approval Date – the date the study was approved.
   - Expiration Date – the date the study expires.

14. Type the reason the study is not regulated in the Reason Not Regulated field.

15. Type any comments for the HSIP Office in the Requestor Comments field.

### Non-Regulated Study

8. Click the Non-Regulated Study checkbox.

9. Select a value from the Tier drop-down list (required).

10. If the Tier is 2, select an exception reason from the Exception Type drop-down list (not shown).

   Note: For multi-tier studies, you must enter exception information.

11. Type the title of the study in the Study Title field.

12. Type or select the following dates:
   - Approval Date – the date the study was approved.
   - Expiration Date – the date the study expires.

13. Type the reason the study is not regulated in the Reason Not Regulated field.

14. Type any comments for the HSIP Office in the Requestor Comments field.
Enter Distribution Information for the Request

Distribution Information – Custodian Information

15. Identify who is responsible for the funds in the Custodian Information fields:
   - Type or select the uniqname of that individual in the Uniqname field. Verify the correct phone number automatically populates the Phone field.
   - **Note:** The Phone field populates based on the Uniqname. Overwrite if necessary.

16. Select who will receive the funds from U-M (e.g., Cashier’s office) in the Distribute To field:
   - Researcher – custodian or alternate pickup
   - Subject

17. Type the total amount for this request in the Total Amount Requested field.

18. Verify a default value based on the study’s tier has populated the Max Amt Per Subject field. (Manually type the amount each subject will receive for Non-regulated studies).

   **Note:** The HSIP Office requires time to process each request.
   - To enter an appropriate Distrib Date, view the timeframe/cutoff information in the Payment option guide or in the payment type instructions on the Treasurer’s Office web site.

19. Type or select the date the funds will be received/picked up in the Distrib Date field.

20. Select the format of the funds (e.g., card) in the Payment Type field.

   **Note:** Payment Type options may be restricted depending on the Distribute To field value.
Enter Payment Type Details for the Request

The Payment Type Details section displays for each Payment Type, except Check. The fields vary depending on the Payment Type. The following shows entering a request for Cash.

Payment Type Details

21. Type the number of bills or coins required for a particular denomination in the Number Requested field.

22. Delete the $0.00 value then type the denomination amount (e.g., 20) or select a value from the Lookup in the Job Denomination field.

Note: For coins, type the decimal point in front of the denomination to indicate cents (e.g., .25)

23. If applicable, click Add a new row to enter additional denominations, then repeat steps 21 and 22.

Note: The Total Denomination Amount must match the Total Amount Requested.

Variations are:

- For Cards, select the Card Type (e.g., Gift Card, Virtual Payment, and Card Reload). Then follow similar steps to request the number of cards by card amount.

- For Payment Coupons, enter the Number Requested. The requested amount will be distributed evenly among the number of coupons.

For specific data entry instructions based on Payment Type and distribution method, see the Treasurer’s Office web site.
24. Select the delivery/pick up option from the **Delivery Type** field.

**Note:** The options vary depending on values entered in the **Distribute To** and **Payment Type** fields. In general, these are:
- Cashier’s Office (for cash requests)
- Courier
- HSIP Office (for non-cash requests)
- Mail

25. Complete the address fields, if applicable.
- For delivery to a campus location, type or look up and select the Location Code associated with the university building and/or room in the **Deliver To** field. The address fields will populate automatically.
- Enter address information for courier and mail deliveries to the **Researcher** only.
  Subject addresses are submitted on the receipt/template.
- For specific data entry instructions based on the form of incentive and who it will receive it (researcher or subject), see the [Treasurer’s Office web site](#).

26. If needed, type any necessary mailing or pickup instructions in the **Special Instructions** field.
Enter Accounting Details for the Request (Optional)

The Requestor OR the Approver can enter the ShortCode or ChartField combination that shows who is charged for the subject incentive. It is not necessary for request submission, but is required for approval. Follow the next steps if you want to enter the accounting information, otherwise go to step 30.

27. Do one of the following:
   - Type a Shortcode value to auto-populate the corresponding ChartField values, OR
   - Type or select the applicable values in the Fund, Department, Program, Class, and Project/Grant fields.

28. Type the dollar amount being funded by the ShortCode/ChartField combination.

29. If more than one ShortCode/ChartField combination will be used to fund the incentive, click Add a new row, then repeat steps 27 and 28.

Note: For courier deliveries, a unit surcharge is applied when the request is approved. The Approver provides the accounting information for the surcharge.
Submit the Request

Upon submission, the system sends the identified Approver(s) an email alert. You can’t edit the request, unless the Approver returns it to you. Contact the Approver if you need to make changes after submission.

ⓘ If you are not ready to submit the request, click **Save for Later**.

30. Click **Save & Submit**.

**Note:** By submitting the request, you are agreeing to use and document the distribution of the funds appropriately.

HSIP Home Page

31. Click **Home Page** button to return to the HSIP Home page. Record the HSIP Control No that was assigned, and verify that the Status value is **Submitted for Approval**.

32. If you have requested funds be sent to the Researcher (Custodian), continue with the procedure to Obtain the Payment Receipt Form from HSIP.

**OR**

If you have requested funds be sent directly to subjects, see the procedure to Obtain the Subject Information Template.
Obtain the Payment Receipt Form from HSIP

Distribution of the incentive funds to human subjects may require documentation for audit purposes. The information required by the HSIP Office is determined by the Tier value. Consult the Payment options guide found on the Treasurer’s Office web site for details and requirements.

HSIP Home Page

1. Click Subject Details Form for the applicable request (identified by HSIP Control No).

2. Click Print on your browser’s tool bar.

The system HSIP Receipt is formatted for the Payment Type and Tier and pre-filled with the request information, such as:

- Control ID
- Tier number
- Due Date
- Principal Investigator
- Approver

3. Custodians are responsible for collecting signed receipts from subjects and submitting them to the Treasurer’s Office once payments have been distributed.

Do not re-use receipts for other requests.

Receipts are used with Payment Types of cash or card, as well as checks when distribution is made to the researcher.

Blank HSIP receipt forms by Tier are available on the Treasurer’s Office web site at:

http://www.finance.umich.edu/treasury/hsip/forms

Last updated: 7/15/2014
Complete the Subject Information Template

When payments are to be sent directly to subjects, you must submit a **Subject information template** by attaching it to your HSIP Payment Request. Subject information templates used to document check distributions or Tier requests that don’t require a signed receipt are available on the Treasurer’s Office web site at: [http://www.finance.umich.edu/treasury/hsip/forms](http://www.finance.umich.edu/treasury/hsip/forms) or by selecting the Subject Details button on the request page.

1. Download the correct **Subject information template** (based on payment type) from the Treasurer’s Office web site (or selecting the Subject Details Form button).
2. Fill in the information for all subjects receiving payment.
3. Save the completed document to your computer.

⚠️ Because subject information is sensitive data, do not save the template as a Google Doc. Only save to a secure location on your computer or to the your network drive.

Subject information templates are used with Payment Types of cash, check, and card when the University distributes funds directly to subjects.

You can also access the form from the **HSIP Home Page**. Click the **Subject Details Form** button.

<table>
<thead>
<tr>
<th>HSIP Control No</th>
<th>HUM Number</th>
<th>Pickup Date</th>
<th>Status</th>
<th>Subject Details Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>9000036550</td>
<td></td>
<td>05/13/2014</td>
<td>Released for Payment</td>
<td>Subject Details Form</td>
</tr>
<tr>
<td>9000036566</td>
<td></td>
<td>05/30/2014</td>
<td>Approved</td>
<td>Subject Details Form</td>
</tr>
</tbody>
</table>
Submit Documentation Forms (Receipts and Completed Templates)
Currently, there are two options to submit required documentation to the Treasurer’s Office: campus mail and file attach from within the HSIP request. Because subject detail data is confidential, file attach is the preferred method of submission as it offers more security than mail. You can attach PDF, XLS, XLSX, DOC and DOCX files.

1. Select the applicable HSIP Control No.

Note: You cannot attach files if the HSIP request has the following status:
- Completed
- Cancelled
- Paid (distribution to subject)
- Released for Payment (distribution to subject)

2. Click View Add Attachment.

3. Click Add Attachment to locate the saved file on your computer.

4. Click Browse.
5. Select the file (not shown)
6. Click Open (not shown).
7. Click Upload.
HSIP Attachments Page

8. Click plus sign to add additional files.
9. Click minus sign to delete files.
10. Click OK to return to the request form.

Option: Assigning Alternates

In addition to the primary Approver and Custodian you enter on the HSIP request form, you can designate alternates. The system steps are the same for both, after clicking the applicable link to open the page. The Alternate Approver(s) page is shown as an example.

1. Select the Click here to enter Alternate Approver(s) link from the General Information section.

2. Type or select the uniqname of the person acting as the alternate in the Uniqname field.
3. Verify the additional fields default based on the uniqname entered.
4. If applicable, update the Phone value.
5. If applicable, click Add a new row, then repeat steps 2 - 4.
   Note: Click if you want to delete a row that you already entered.
6. Click the OK button.

Note: Alternate Approvers must have the appropriate M-Pathways system access to view the HSIP request. Alternate Pickup (custodians) should be on the study team.
Option: Update and Submit a Returned HSIP Request

Requesters are sent a system email when an Approver returns a request. The email contains the HSIP Control No. that needs additional information for approval.

**HSIP Home Page**

1. Click the HSIP Control No. for the request identified in the email.

   **Note:** The request Status will be “More Information Needed.”

2. Scroll down to the bottom of the request.
3. Review the Approver's Comments to identify what changes are needed.
4. Correct the HSIP form (not shown).
5. Click Save & Submit.

**Additional Resources**

- To create an HSIP template, see the How to save a template procedure on the “Requester page” on the Treasurer's Office web site.
- To practice creating an HSIP request, see the guided simulation available on the HSIP web page in My LINC.
- Principal Investigators and Custodians receive email alerts about their HSIP request status. To view details about these emails, see the Generated e-mail information on the Treasurer’s Office web site.