

# Research Participant Compensation Tracking Log

Study Title: \_\_\_\_\_  
 AU or IO#: \_\_\_\_\_  
 PI Name: \_\_\_\_\_  
 IRB#: \_\_\_\_\_

#	Date of Compensation	Last 5 digits of Gift Card (N/A if cash)	Participant Name:	Payment Amount:	Study Team Member who issued compensation
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

All participant names **MUST** be recorded, regardless of total compensation amount. If total compensation received by a single participant is  $\geq$  \$600 in a calendar year, a W9 must be filled out and returned to Research Finance by January 10 with the total amount issued within the calendar year.

Reimbursement should be tracked and maintained separately.