



Human Subject Incentive Program (HSIP) – for Graduate Students

Background: The University of Michigan has established the HSIP Office within the Treasurer's Office which is specifically designed to manage human subject incentive payments. Information regarding the HSIP Office can be found at: <https://finance.umich.edu/treasury/hsip>. For University-wide policies, refer to the SPG Online (<http://spg.umich.edu>), specifically SPG 501.07.

Psychology hosts HSIP training in East Hall on an annual basis in the fall. If you find that you need training at a different time, please contact the HSIP Office directly at subject-incentives@umich.edu or by calling the HSIP Office at (734) 615-4661.

The HSIP Training conducted in Psychology and other locations is designed to educate new users in the use of the system. It does not, however, address unit specific requirements or procedures. For all HSIP payments that will be paid by funds managed within Psychology, please keep the following points in mind when making your request:

- The HSIP Office will provide incentive payments within 2 business days of the time the request is approved. Please allow one business day for the Approver to review and approve your request in the system. In total, you should plan for three business days from the time you submit your online request.
- Visa cards, cash, and coupons may be ordered in advance, but should never be held for more than 30 days.
- Lockboxes will be available for check-out in the Administrative Office to safeguard cash, cards, and coupons when not being used. The lockboxes must be returned to the Administrative Office upon completion of the study.
- All persons who handle the subject incentive payments should be listed in the "alternate custodians" section of the HSIP request and should have successfully completed the Cash Handling course which is offered online. To arrange for this training, please search for course TME103 – Treasury Management – Cash Handling at <http://maisinc.umich.edu>.
- Please contact the Business Office at easthall.bus@umich.edu if you do not know the shortcode you wish to use when making a request.
- Both an Approver and an Alternate Approver should be included with each request to ensure there are no delays. If using Psychology Graduate Student Professional Development Funds, Lisa Raymond (lisaray) should be listed as the Approver and Lisa Price (vancamp1) and Melissa Denny (mmcin) as the Alternate Approvers. If using faculty funds, please contact the Business Office at easthall.bus@umich.edu to determine the appropriate approvers.
- You do not need to send a separate message to the approver when you submit a request. Mpathways sends an automated message to the approvers when you submit your request.

What will the Approver do prior to approving your request?

- The approver will ensure that subject incentive payments are allowable on the shortcode being charged and that funds are available.
- The approver will verify that all non-faculty custodians have successfully completed the online Cash Handling course (TME103).