**Human Subject Incentive Program (HSIP) – Psychology Labs**

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 mailto: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. Unused Visa cards should be returned to the HSIP office and unused cash should be returned to the East Hall Business Office (1044) for deposit.
* If it is decided that it is necessary to mail cash or cash equivalents, please contact the East Hall Business Office.
* Subject incentives are stored in a secured place, such as a safe or locked cash box secured in a locking drawer. Only authorized personnel (the custodian) have access to the safe or cash box.
* 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://maislinc.umich.edu>.
* Enter the appropriate shortcode when making a request. Contact the PI or lab manager if assistance is needed to determine the shortcode.
* Refer to your lab’s written procedures for the approver and alternate approver names and uniqnames. An alternate approver should be added to each request to avoid potential delays. Contact the PI or lab manager if you have any questions.
* You do not need to send a message to the approver. Mpathways sends a 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).