

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](#)

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.

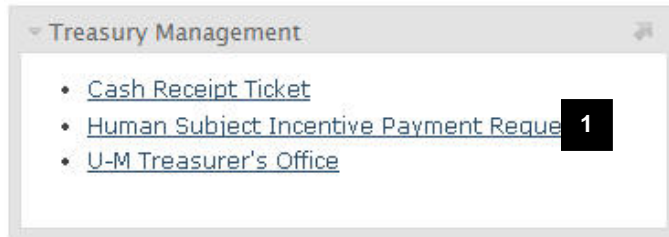
Resources for help:

- 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.

Log in to the Request Form

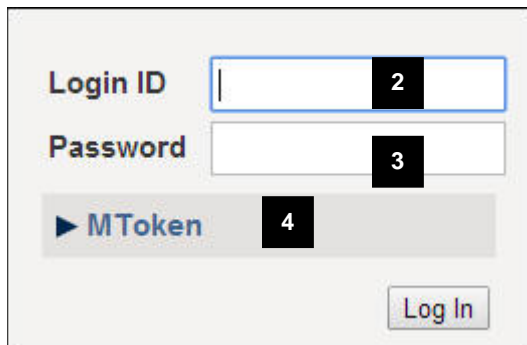
Go to: **Wolverine Access** (<https://wolverineaccess.umich.edu/index.jsp>) > **Faculty & Staff** tab

Faculty & Staff Tab – Treasury Management Menu



1. Click the **Human Subject Incentive Payment Request** link.

University of Michigan WebLogin Page



2. Type your unickname 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.

Identify Key Personnel on the Request

General Information

Principal Investigator

*Uniqname ?

UM ID

Name

Email

Phone ?

Approver

Uniqname ?

UM ID

Name

Email ID

Phone ?

Address Line 1

[Click here to enter Alternate Approver\(s\)](#)

Expand All Collapse All

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.



At this time, you may also choose to add optional [Alternate Approver\(s\)](#).

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

- Type the rest of the study's HUM Number in the **HUM Number** field (e.g., HUM00054321).

Note: Field automatically populate with "HUM000".

- Verify that the study information defaults (not shown):

IRB Status

HUM Title

Approval Date and **Expiration Date**

Tier (required)

Valid Payment Type

- 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.
- 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 in this field.

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

- Continue to step 15.

Non-Regulated Study

- Click the **Non-Regulated Study** checkbox.
- Select a value from the **Tier** drop-down list (required).
- 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.

- Type the title of the study in the **Study Title** field.
- Type or select the following dates:
 - Approval Date** – the date the study was approved.
 - Expiration Date** – the date the study expires.
- Type the reason the study is not regulated in the **Reason Not Regulated** field.
- 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

Payment Type Details				
	Number Requested	Denomination	Line Amount	
1	<input type="text"/>	0.00	0.00	<input type="button" value="+"/> <input type="button" value="-"/>
2	<input type="text"/>	0.00	0.00	<input type="button" value="+"/> <input type="button" value="-"/>
3	<input type="text"/>	0.00	0.00	<input type="button" value="+"/> <input type="button" value="-"/>

21
22
23

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](#).

Delivery Information Section

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.

The screenshot shows a table titled "Accounting Details (Reqd. for approval, not for submission)". The table has the following columns: Account Type, Shortcode, Fund, Department, Program, Class, Project/Grant, Amount, CRT#, Recv Acctg, and Exp Acctg. The first row is highlighted and contains the following data: "1", "Incentive", an empty Shortcode field with a search icon, an empty Fund field with a search icon, an empty Department field with a search icon, an empty Program field with a search icon, an empty Class field with a search icon, an empty Project/Grant field with a search icon, an empty Amount field, an empty CRT# field, an empty Recv Acctg field, and an empty Exp Acctg field. A "+" button is visible at the end of the row. Callout 27 points to the Shortcode field, callout 28 points to the Amount field, and callout 29 points to the "+" button.

Account Type	Shortcode	Fund	Department	Program	Class	Project/Grant	Amount	CRT#	Recv Acctg	Exp Acctg
1 Incentive										

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

HSIP Control No	HUM Number	Pickup Date	Status	Subject Details Form
1	9000036556	05/30/2014	Approved	Subject Details Form

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>.

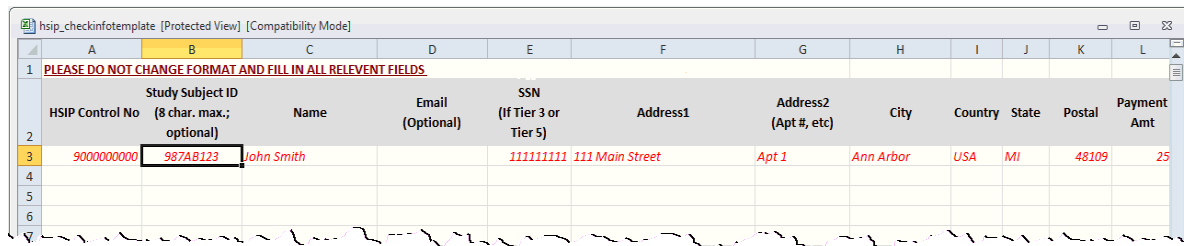
Complete the Subject Information Template

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> 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.

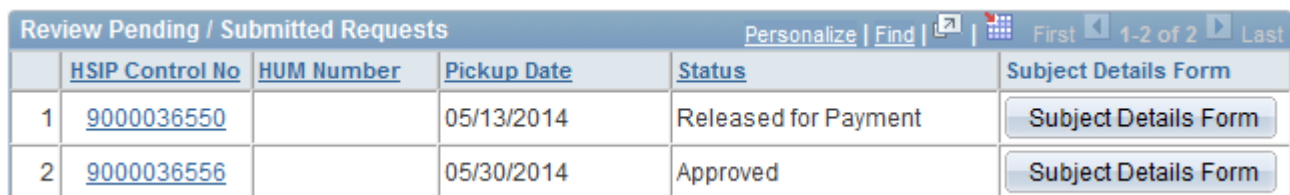
 Because subject information is sensitive data, do not save the template as a Google Doc. Only save to a secure location on your computer or to the your network drive.

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



1	PLEASE DO NOT CHANGE FORMAT AND FILL IN ALL RELEVANT FIELDS.											
2	HSIP Control No	Study Subject ID (8 char. max.; optional)	Name	Email (Optional)	SSN (If Tier 3 or Tier 5)	Address1	Address2 (Apt #, etc)	City	Country	State	Postal	Payment Amt
3	900000000	987AB123	John Smith		111111111	111 Main Street	Apt 1	Ann Arbor	USA	MI	48109	25
4												
5												
6												

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



Review Pending / Submitted Requests					
	HSIP Control No	HUM Number	Pickup Date	Status	Subject Details Form
1	9000036550		05/13/2014	Released for Payment	Subject Details Form
2	9000036556		05/30/2014	Approved	Subject Details Form

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.

HSIP Home Page

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)

HSIP Request Form

2. Click **View Add Attachment.**

HSIP Attachments Page

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

File Attachment Page

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

Review Pending / Submitted Requests				
HSIP Control No.	HUM Number	Pickup Date	Status	Subject Details Form
1	9000036556	05/30/2014	Approved	Subject Details Form

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

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

HSIP Request

Entered by: _____ Approved By: _____

Entered on: _____ Approved On: _____

Last Updated By: _____ Completed By: _____

Last Update Date: _____ Completed On: _____

HSIP Control No: NEXT Study Extension Extension Date: _____

Click here for more information, training and resources on HSIP
<http://finance.umich.edu/treasur/hsip/requester-study-coordinator-resources>

* The Principal Investigator and any designated Custodians are responsible for ensuring that the requested funds will be safeguarded and used in accordance with University policy and the above listed IRB protocol, if applicable. An appropriate accounting of the use of the funds, including evidence of distribution to individual research subjects, will be submitted to the HSIP Office along with any unused funds within thirty days of receipt of _____

Approver's Comments: _____

Buttons: Save for Later | Save & Submit | Home Page | Cancel | Save as Template | Expand All | Collapse All

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.