

SLLC Guidelines for MOU for Research Participant Payments

How to Request Funds for Research Participant Payments

1. Request an electronic PDF copy of the **Memorandum of Understanding (MOU) for Research Participant Payments** form from SLLC Business Manager and provide the **funding source** for your payments
2. Fill out the MOU form electronically as follows and obtain signatures:
 - a. **Department:** SLLC
 - b. **Principal Investigator:** Pre-filled by SLLC Business Manager. *(SLA-funded participant payments will have the SLA Department Head as PI. All other funding will have SLLC Director as PI).*
 - c. **Study Name:** Project Title on your IRB approval letter
 - d. **IRB Protocol Number:** IRB protocol number from your IRB approval letter
 - e. **IRB Start Date:** IRB approval date from your IRB approval letter
 - f. **IRB Expiration Date:** IRB expiration date from your IRB approval letter
 - g. **KFS Account Number:** Pre-filled by SLLC Business Manager
 - h. **Fund/Acct Exp Date:** your IRB Expiration Date
 - i. **Budget:** “This Action” and “Total Project” columns should have the same information. Amount per participant must be the same amount as the compensation indicated on your Consent Form.
 - j. **PI Certification:**
 - i. If funded by SLA, PI Dr. Steven Ross should initial in the “PI Certification” section and sign as PI at the bottom of the form.
 - ii. If not funded by SLA, SLLC Business Manager will obtain the PI initial and signature.
 - k. **Funds Custodian:**
 - i. If you are on UMD payroll, you are the Funds Custodian and should read the “Custodian Certification” and sign as Funds Custodian at the bottom of the form.
 - ii. If you are not on UMD payroll, your advisor will be the Funds Custodian and he/she should sign as Funds Custodian at the bottom of the form.
3. Submit the **signed MOU** along with the following **paperwork** to SLLC Business Manager via email:
 - a. IRB Approval Letter
 - b. IRB Statement of Confidentiality (Consent Form)

Receiving Funds

1. Funds to be deposited directly to the bank account of the Fund Custodian
2. Funds to be given to Fund Custodian as cash

The process, as shown below, can take up to 2 weeks.

Completed MOU Form > ARHU Dean’s approval > Working Fund’s (Comptroller’s Office) approval > Request funds from the Bursar’s Office > Funds pickup

Please note that you **CANNOT** start paying research participants until funds are disbursed to you.

Final Steps

When you have completed your research, please provide the following to SLLC Business Manager **by your IRB Expiration Date:**

1. Completed List of Participants form or Receipts
2. Unused funds

Last Updated: 7/10/2019