Required Consent Excerpts – Participant Stipend Language When Paying Via USF Health ClinCard

In order to comply with the USF HRPP Policy and Procedure Manual section 12.4 Compensation to Human Research Subjects, USF Research Clarification or Change in Procedure (CCHIP) # 017, and USF OCR processes certain language is required to be inserted into the consent documents for studies providing participant stipends using a USF Health ClinCard.

Entry of the participants Social Security number is required when registering participants in the ClinCard portal. The W-9 is the source document for the information entered into the ClinCard system. W-9 forms should be collected from all study participants and kept on file in a locked and limited access location such as with the participants source document file. Because the Social Security number is a required field in the ClinCard portal, W-9 forms will be collected regardless of the threshold set in Research CCHIP # 017.

**Insert the following language into consent templates when using a USF Health ClinCard for participant stipends:**

 “You will be paid $$ for each study visit completed. You will be paid a total of $$ if you complete all the scheduled study visits. If you do not complete the study you will be paid only for the study visits that you completed. You will be paid using a USF Health ClinCard debit card and the funds will be loaded onto the card within three working days of each study visit.

To receive payment, you must provide your social security number, name and address so that we can comply with IRS (Internal Revenue Service) reporting requirements. When payments are reported to the IRS we do not tell them what the payment is for, only that you have been paid. If you do not wish to provide this information you can still take part in this study but you will not be paid.”