

Date:

From: Research Service (618/151)

Subj: Request for Participant Payment Voucher (PI: _____)

To: Chief Financial Officer

Cc: Chief Accountant

1. This memorandum requests a participant payment voucher for the research study referenced below:

Study Title:

IRB Approval:

<i>IRBNet Protocol Number</i>	<i>IRB Approval Date</i>	<i>Estimated End Date</i>
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Primary Point of Contact:

<i>Name</i>	<i>Telephone</i>	<i>Email</i>
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Persons authorized to sign vouchers:

Estimated number of payments to be made over life of the study:

Payment details (amount per payment or per participant, frequency of payment, and any other relevant details):

2. By signing below, the study Principal Investigator (or Local Site Investigator) asserts the following:
- i) Participant reimbursement will occur via Electronic Funds Transfer (EFT) process or via the Direct Express Debit Mastercard system. These options will be clearly delineated in the study's consent forms.
 - ii) The study, including the types and amounts of incentives, have been approved by the Minneapolis VA Institutional Review Board under the protocol number referenced above.
 - iii) Research staff will retain all vouchers and emails verifying payment in their records. Finance will not be expected to provide copies of such records at any time.
 - iv) Completed vouchers will be forwarded to VHAMINPaymentAccountant@va.gov for processing.

REQUESTED BY:

Principal Investigator Signature

RESEARCH SERVICE APPROVAL:

Research Service administrative contact has reviewed and approved this participant payment memorandum.

1358 Transaction #:

Sub-control point:

Research Service Concurrence

FINANCE APPROVAL:

Finance acknowledges receipt and review of this MOU. Signature below confirms that proposed payments can be accommodated. This MOU is effective upon Finance signature and expires on the end date indicated above.

Purchase Order #:

Purchase order is good for no more than two years. A follow-up PO extending this agreement can be established under this MOU if needed.

Finance Concurrence