

## Online Coordinator Form

Please answer the following questions **BEFORE** proceeding to make any study subject payments or arrangements with an online coordinator:

Do you have IRB approval for these study subject payments and your study? If not, when do you expect approval?

\_\_\_\_\_ Yes    \_\_\_\_\_ No    Approval Date: \_\_\_\_\_

Name of online coordinator

\_\_\_\_\_

Confirm the campus Information Security Officer has completed a risk assessment for the online coordinator mentioned above? (Per the Information Technology Procurement Handbook)

\_\_\_\_\_ Yes    \_\_\_\_\_ No    Date of assessment or confirmation: \_\_\_\_\_

Funding Source (Speedtype)

\_\_\_\_\_

Name of Project

\_\_\_\_\_

Name(s) of Researcher(s)

\_\_\_\_\_

Program dates (beginning and ending dates)

Begin: \_\_\_\_\_ End: \_\_\_\_\_

Total cost for using online coordinator (study subject payments and fees)

Total cost: \$ \_\_\_\_\_

Fees, if applicable: \$ \_\_\_\_\_

Total payments to each participant PER CALENDAR YEAR

Amount: \$ \_\_\_\_\_

Amount of each study payment, PER PAYMENT

Amount: \$ \_\_\_\_\_

What will your study subjects be paid for:

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**I understand and verify that:**

Study subject payments to **non-resident aliens** can only be made by physical check and will require a completed Study Subject Payment form for each payment and a completed W-8BEN tax form. THIS IS THE ONLY METHOD OF PAYMENT ALLOWED FOR NONRESIDENTS. \_\_\_\_\_(initial)

By making payments through a **3<sup>rd</sup> party online coordinator**, the company must be able to provide a report that shows who was paid and how much they were paid as support for the transaction. Payments to individuals this way may not exceed \$100 per calendar year. A department p-card must be used to set up this type of account. \_\_\_\_\_(initial)

Reviewed and Approved:

\_\_\_\_\_  
Researcher:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Admin:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Controller's Office Representative:

\_\_\_\_\_  
Date

Adobe Sign is recommended for collection of signatures.

Please return completed and signed form to [acctfund@uccs.edu](mailto:acctfund@uccs.edu)