



# CCP LAB

## Cognitive Control and Psychopathology Lab

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## **Subject Compensation Guidelines**

### **I. Introduction**

The majority of the CCP Lab's research involves human subject experiments. This guide is to serve as the standard for payment and/or compensation of human subjects run in the CCP Lab.

As each experiment is slightly different, this document offers guidelines for best practices that can be tailored to individual study needs while maintaining reliable subject payment records. If you have questions regarding payment guidelines, tracking subject compensation, or departmental guidelines, you may contact the lab administrator, Carol Cox, or the Lab Directors, Dr. Deanna Barch or Dr. Todd Braver.

All CCP Lab members engaged in human subject research must review the following guide and complete the CCP Lab agreement before running human subjects.

### **II. Initial Steps**

Once you have been added to the study team of an approved IRB, you will need to be added as a delegate to the corresponding grant fund that is supporting the research.

To be added as a designee:

- a. Please email the lab administrator ([ccox@wustl.edu](mailto:ccox@wustl.edu)) and copy the Principal Investigator to request designee status. If you are working with a graduate student, please copy them also. Carol Cox will notify the department on behalf of the lab directors.
- b. Please complete the signature form on file with the department administrative office. See Debbie Fjerstad or Jim Clancy for this.
- c. Please review your study binder on how to complete human subject payment forms and the appropriate fund number for payment.
- d.

### **III. Organizational Standards**

Human subject payment is a business transaction and should be documented as such. The department has specific guidelines, explained in this document, as does the CCP Lab.

For all experiments, it is recommended to create run sheets to place in the study binder for a new project, include areas to record the following:

- Subject Study ID
- Date(s) of participation
- Compensation type
- Amount paid for hourly participation rate
- Amount paid for task earnings (if applicable)
- Credits earned (if applicable)

Ensure that the study binder for a new project contains examples of how corresponding payment form should be completed, specifying:

- Study number
- Fund number
- Participant fields

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- Experimenter fields

### IV. Cash Payment

- a. Cash Advances: To request a Cash Advance, you must have completed steps 1-3 in the Initial Steps section (designee addition, signature on file, appropriate payment form instructions). The department prefers you use vouchers to pay subjects. However, this is not always possible or preferred for various reasons (patient population, weekend sessions, after hours sessions, etc.) You will need to complete a sign out sheet in the administrative office. You must indicate the amount and the denominations that you need. You will sign upon receiving the funds (immediately). This is to be completed between 9am-3pm.

Cash advances require the same forms to be completed as the Cash Payment Vouchers (see instructions below). You must return the corresponding completed vouchers and/or remaining cash to the business office within 2 weeks of withdrawal.

You will have to provide your signature for their records and subsequently sign for any money you withdraw/return. The administrative office keeps records of the forms on file, so copies are not required. If you do copy the forms, they must be stored securely, separate from data.

- b. Cash Payment Vouchers: The Psychological and Brain Sciences Department provides vouchers for cash payment of human subjects. This is the most common form of payment for subjects run in behavioral experiments. Payment vouchers (red slips) are kept on file in the administrative office. You must request these prior to starting your experiment. These vouchers are to be kept in a secure location (Locked drawer) in the CCP Lab.

Completing the cash payment voucher correctly is required for payment. You must ensure the following is complete:

- The correct account fund number
- Study number, which is your approved IRB#
- Payment amount in numerical and text format (like a check)
- Your **printed name** and **your signature**
- Subject's name, **permanent address**, social security\* number or student number
- Subject's signature

\* Participant may opt to not list SS# by completing back of the form

The forms should be brought to the administrative offices by the subject between the hours of 9am and 3pm. If the business office is closed, subject may return the next day for payment.

### V. Check Requests

Check requests are the preferred form of payment for participants. This is especially true if the payment amount is over \$20. (If you are running a clinical/patient population with Deanna Barch, her preferred method of payment is cash. Please see cash advance for more information).

Check requests are filled out much the same as the payment vouchers.

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The experimenter, not the participant, should return these to the administrative office as soon as possible to ensure timely payment. Copies of check requests may be kept on file in a separate folder and stored with consents in a locked file cabinet. They may be destroyed at the end of the study.

Subjects that have student or employee accounts will normally be paid electronically, known as an ACH payment. If a subject calls indicating they have not received their payment, please notify Carol Cox and she can look up in the payment system.

Checks should be received in less than 10 business days. Checks are normally received in 3-5 business days.

### **VI. Experimetrix Studies**

Some studies in Experimetrix can be completed for cash or credit option. Review the reimbursement information on your corresponding IRB to ensure if your study states one or both. Experimetrix participants are normally students, so completing a red cash payment voucher is the standard. If your study includes incentive payments and credit, please discuss your options with Dr. Alan Lambert before listing the study in the registry.

Update payment or credit information on Experimetrix that same day, if running a student who signed up through Experimetrix.

### **VII. Gift Cards**

All gift cards are treated the same as cash and need to be documented in compliance with WUSTL Tax department. Please notify Lab Administrator if you have a study that utilizes gift cards.

- a. As Payment: Using a gift card for payment is essentially the same as using cash. The tax department at WUSTL requires additional forms be completed for all gift cards. Please see Carol Cox for the tax form.
- b. For Meals: As stated above, Using a gift cards for meals is essentially the same as using cash. The tax department at WUSTL requires additional forms be completed for all gift cards. Please see Carol Cox for the tax form.

#### ***The purchase of gift cards can be done one of three ways:***

- Travel advance: this is preferred method for immediate dispersal of gift cards; travel advances should be reckoned/completed as travel reports within 30 days of withdrawal.
- Purchased on procurement card: This is best for online studies. The lab administrator can purchase these with procurement card.
- Purchased out of pocket for reimbursement

There are specific tax forms that must be completed for each gift card issued. Keep a spreadsheet containing the following information:

- Participant's first and last name.
- Participant's address.
- Participant's phone number.

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- Participant's SSN.
- Number on the gift card you gave participant.
- Date gift card was given out.
- Amount on gift card.

Ensure that the PI and Carol Cox can access the spreadsheet on BOX for tax reporting purposes.

## **VIII. Mturk or Turk Prime Studies**

MTURK and Turk Prime studies are currently performed under one lab account. Carol Cox has linked her procurement card to this account and will make the purchase you need provided the following information:

- Study Title
- IRB Number
- Funding Grant number
- Total cost (broken down as follows – # participants @ \$x per session (number of sessions) plus administrative fee.

Approve payments on MTurk as participants complete the task, making sure to double check the MTurk ID numbers (they all look very similar) to make sure you are paying the correct subjects the correct amounts.

Be sure to check verification codes if your task is set up to give participants one at the end.

Submit MTurk bonus payments if required for study (this can only be done after study completion is confirmed)

## **IX. Multi-Session Studies**

If you are running a multi-session study, your IRB will indicate how you are to pay the participant (per session, at the completion of x sessions, etc.) Prorating for participants that withdraw is also detailed in the IRB. You can ask the participant to return to the lab for cash voucher or cash payment, or you may mail them a self addressed stamp envelope for a check request.

Please coordinate on a secure server (BOX) if multiple individuals are involved in the subject payment. See run sheets set up in your study binder for examples.

## **X. Transportation**

- a. Taxi: We provide taxi vouchers for some studies. This is particularly true of older adult and patient populations. Check with the PI if you are not sure. The department has cab vouchers available for request. You must complete the form indicating the fund number and PI. You will note this to the admin office when taking vouchers. We normally tip \$2 on top of the fare.
- b. Parking Passes: The department provides reduced cost parking passes for human subjects. These are for single use only. They must be returned to the administrative office after use. The corresponding fund number will be recorded on the pass.
- c. Metro Fare: It is unusual, but we have reimbursed subjects for metro fare. Please see PI or Carol Cox if you need guidance on this.

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- d. Mileage: Mileage is not normally reimbursed to subjects, but may be if they request and PI approves. Please see Carol Cox for mileage rates and documents to be completed (travel report).

## **XI. Special/Other Situations**

As noted throughout, since we have a many studies, each particular experiment will be different. It is important to ask questions and review your IRB to become familiar with your study and the guidelines entailed in human subject payment.

- a. Payment to a foreign national: requires that the portion deducted by tax department (about 30% to be paid from a non-sponsored fund. Please see Carol Cox for more information.
- b. Payment over \$600 in a calendar year: If a subject makes over \$600 volunteering in a calendar year, they will be taxed on those earnings.
- c. Incorrect forms: If a form is filled in incorrectly by the experimenter or if the business office has address or SS# issues, they will normally contact Carol Cox or the experimenter for clarification. It is the responsibility of the experimenter to contact participants to correct their information.
- d. Payment to family or Friends: Payment to family, co-workers or friends creates a conflict of interest. Please have the Principal Investigator or Lab Administrator sign payment form.
- e. Fraud: Any instances of fraud or suspected fraud will be reported to the PI, the department and to legal authorities.

## **XII. CCP Lab Agreement**

Read and sign the following attached CCP Lab Standard of Conduct Agreement. Violation of any part of the agreement will be reported to the Principal Investigators and/or Lab Directors and may result in disciplinary action.