

	Payment Guidance - Research participants	
Description	<p>Research participation Refers to inviting and supporting members of the public to be the subject of a clinical trial e.g. receiving specific medical product, procedure and/or behavioural change interventions or the subject of a research study e.g. taking part in experimental studies, participating in focus groups and/or completing surveys, questionnaires etc. Members of the public are generally referred to as research participants in this context. Examples include: Surveys, In-person experiments, online experiments, interviews, focus groups.</p>	
Volunteer / worker status	<p>VOLUNTEER IF:</p> <p>Paid up to max of £75 for < 1/2 day or Paid up to max of £150 for between 1/2 day and 1 full day or For > 1 day - e.g. multiple occurrences the total paid in any one week is < £184 and within above volunteer parameters.</p> <p><u>Under all of the above the individual must be free to disengage at any time with little or no associated impact on the research activity.</u></p>	<p>WORKER IF:</p> <p>Paid over £75 for < 1/2 day or Paid over £150 for between 1/2 day and 1 full day or For > 1 day - e.g. multiple occurrences the total paid in any one week is >= £184 or is in excess of the above volunteer parameters.</p> <p><u>Under all of the above the individual must be entirely free to disengage at any time with little or no associated impact on the research activity.</u></p>
Examples	Surveys, In-person experiments, online experiments, interviews, focus groups.	
How to pay	<p><u>VOLUNTEER</u></p> <p>See payment methods below</p>	<p><u>WORKER</u></p> <p>Individuals will need to be paid as casual workers. Details on the process can be found on the HR pages.</p> <p>Casual workers are paid by payroll via BACS - payments are made</p>

		on the last working day of each month.
Does the Department need to keep a record of these payments for audit / HMRC purposes	<p><u>VOLUNTEER</u> Payment by gift/retail/shopping voucher - YES Payment by participant recruitments sites - YES Payment by cash - YES [For the above 3 payment methods, only summary information will be held in Agresso - Departments will need to keep individual records- see GUIDANCE]</p> <p>Payment by bank transfer (BACS) - NO record required: payment details will be recorded in Agresso against the relevant account code (2382) and workorder</p>	<p><u>WORKER</u> No - payment details will be recorded in Resourcelink (and Agresso)</p>
Queries	<p>Queries relating to which categories individuals should fall into should be emailed to rspo@york.ac.uk.</p> <p>Queries relating to how to pay individuals should be emailed to accounts-payable@york.ac.uk</p> <p>Queries relating to the casual worker process and Dashboard should be emailed to hr-enquiries@york.ac.uk</p> <p>Queries relating to the Employment Status checks should be emailed to employment-status@york.ac.uk</p>	

Key things to note:

- The University does not make any payments by cheque.

- Where noted in the sections on payment methods, Departments should keep a [record of payments](#) made - details of individual, date, amounts paid and on which research projects for audit purposes. This can be in paper or electronic format.
- Use Agresso account code: “**2382 - Research Participant / Involvement Payments and Expenses**” for all research participant payments regardless of how these are paid. This will ensure that we can produce reports of all payments made across the University. Product code is 1R2A01.
- Staff are not allowed to set up or operate any bank accounts, in line with section 7.3 of the Financial Regulations which states “ No other employee shall under any circumstances open or operate a bank account (including PayPal or similar electronic money accounts) in the name of the University or of an entity holding itself out to be part of the University”

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SECTION 1 - Research participation payments recommended methods

1.Payment by gift/retail/shopping voucher

Payment by gift / retail voucher is the recommended method of payment for the vast majority of research participants. This is because:

- (a) Departments can purchase vouchers quickly and easily using existing systems - purchase order, buy online by University purchasing card (GPC card).
- (b) Vouchers can be emailed directly to participants so you do not need to collect bank details/addresses etc which reduces the administration burden
- (c) You can pay participants when you want
- (d) There are many different voucher schemes you can use such as voucherline, Amazon, love2shop, voucher express, WH Smiths, giftvouchershop etc and you can use e-vouchers.

We recommend using gift/shopping vouchers to pay for draws and prizes offered to participants as part of an incentive for their participation.

Key things to note:

- Vouchers should be treated as if they were cash, and the same controls and procedures must be exercised by the Department including a regular reconciliation of vouchers bought and issued.
- The person issued with the cash/vouchers is responsible for their safekeeping.
- Particular care needs to be taken with vouchers that have an expiry date and paper vouchers. Where possible buy from a source that will refund unused ones and to ensure that there is not a restrictive use by date.
- Departments will need to keep a [record of all participants paid by voucher](#) - this may be paper/electronic/spreadsheet etc - for audit purposes. To include details of individual, amount, project.

2. Payment via participant recruitment sites

There are a number of sites where you can sign up research participants and then pay them through the site - this includes for example, [Prolific](#), [Gorilla](#), [MTurk](#). There is generally an admin/service fee charged by the site for using that service.

Prolific

- are already set up as a supplier on YEP2. This allows purchase orders to be raised for the costs involved and these should be processed in the usual way i.e. raise order via YEP, goods receipt and ensure invoice is sent directly to the accounts payable team by email (accounts-payable@york.ac.uk).
- you can also use a University GPC card to buy Prolific credit on the site, which can be quicker than using YEP2 and then use it to pay participants who sign up for your research/experiments.

Key things to note:

- A new supplier may need to be set up in Agresso/YEP 2 to raise purchase orders if they haven't used them before. This should be done using the normal supplier set up process which can be found on the procurement web pages. The product code is 1R2A01 for YEP orders.
- Make sure that the payment terms agreed with the supplier reflect your agreement with participants (Our standard payment terms are 30 days but it is possible to set terms which are less than this).

- Participants are anonymous, and can only be identified by their Prolific ID, for example. It's unlikely that any one user will be paid more than £1000 per annum by the university via this route. Additionally it's not a given that participants would be based in the UK.
- Payments to suppliers are made by BACS every Friday.

SECTION 2 - Research participation payments other methods

1. Payment by cash

Payment by cash may be suitable for research participants who you are working with on a face to face basis (including on campus or overseas) for small value amounts and for use in the Trials Unit.

Departments can order cash from the cash office by emailing an approved payment proforma form to cash-office@york.ac.uk. You will need to give the cash office 7 days notice to ensure that they have enough cash to supply you with. When your cash is available you should arrange to pick this up from the cash office and use it to pay participants directly. Departments should keep a list of payments made, to whom, and when for audit purposes and ensure that payments are signed for by the recipient. After the research has taken place any leftover cash should be returned back to the cash office.

We do not recommend that you put cash in the post and post this to participants. This is not secure, and creates additional administration / postage cost.

Undertaking research overseas i.e where you are physically in that overseas country

If you are undertaking your research overseas and need to pay participants directly in cash or in kind then you should apply for an overseas advance using the process set out at the bottom of the page [here](#). We do not provide foreign currency. All advances will all be paid directly into the applicant's bank account and they can then get the currency required when they arrive in the overseas country to pay or buy relevant materials in kind for participants. The applicant is responsible for accounting for all monies advanced in line with the process outlined.

Key things to note:

- Departments will need to keep a [record of all participants paid by cash](#) (paper/electronic/spreadsheet etc) for audit purposes. This should include details of the individual, amounts and project.

2. Payment by bank transfer (BACS)

Payment by bank transfer is not recommended for making large numbers of one off payments of small value to research participants because:

- (a) it is inefficient and creates a large administrative burden for Department staff and the central accounts payable team. The Department needs to request bank details from each individual and a one off supplier account needs to be set up in Agresso. We do not currently have automated processes to do either of these which means this process is slower and more resource intensive than other payment methods.
- (b) Payments can only be made every Friday in line with the weekly payment run for all suppliers - we do not do payments runs outside this schedule.

If you are making payments for:

1. Participation only
2. Participation plus expenses
3. Participation expenses only

then you should use the [Research Participant and Involvement Payments form](#) to process payment by bank transfer. The form includes a section for the participant to complete their bank details.

The form should be completed and signed by the participant before submitting to the Department for approval along with any expense receipts. Expenses should not be paid without the relevant receipts. Once approved by the Department the form should be scanned and sent to accounts-payable@york.ac.uk for payment.

Payments will be made to participants via BACS on Friday each week. Payments on approved forms should be processed by the accounts payable team within a week. Items processed by Monday each week will be paid on the following Friday. Items that miss this deadline will be paid the following week on Friday.

Key things to note:

- A record of all participants paid by BACS with amounts will automatically be held in Agresso when this payment method is used.

3. Exceptional circumstances

In exceptional circumstances there may be instances where none of the payment methods are suitable. If you have exhausted all payment options available then please contact the Director of Procurement and Transactional Services (rob.hunt@york.ac.uk) for further advice.

