

	Payment Guidance - Research involvement and public contributors	
Description	<p>Research involvement and public contribution</p> <ul style="list-style-type: none"> - Refers to research that is done 'with' or 'by' the public, not 'to', 'about' or 'for' them. It means that members of the public with relevant life experience contribute to how research is prioritised, designed, conducted and disseminated and involves an active partnership between members of the public and researchers across the lifecycle of the research process. <p>Members of the public are generally referred to as public contributors to research in this context.</p>	
Volunteer / worker status	<p>VOLUNTEER IF: 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 entirely free to disengage at any time with little or no associated impact on the research activity.</u></p>	<p>WORKER IF: 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	<p>Research involvement and public contribution include: Steering Group meetings, workshops designing research instruments, contribution to design of interview topic guides, Patient Advisory Groups (PAG).</p>	
How to pay	<p><u>VOLUNTEER</u> Individual completes Research Participation and Involvement claim form. Approved in Department Scanned pdf copy sent to accounts-payable@york.ac.uk</p>	<p><u>WORKER</u> Individuals will need to be paid as casual workers. Details on the process can be found on the HR pages. Casual workers are paid by payroll via BACS - payments are made on the last working day of each month.</p>

	<p>for payment by BACS.</p> <p>BACS 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.</p>	
Does the Department need to keep a record of these payments for audit / HMRC purposes	<p><u>VOLUNTEER</u></p> <p>No - payment details will be recorded in Agresso against the relevant account code (2382) and workorder.</p>	<p><u>WORKER</u></p> <p>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
- Use Agresso account code: “**2382 - Research Participant / Involvement Payments and Expenses**” for all research involvement and public contribution 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”