

**BAYSTATE MEDICAL CENTER
SPONSORED PROGRAM ADMINISTRATION
PARTICIPANT STIPEND PAYMENT**

PURPOSE:

The purpose of this policy is to describe the approved process for making payments to participants/subjects enrolled in clinical research studies. Subjects may be paid a stipend or participation fee to help offset transportation or other costs of their participation in the study. The amount paid is negotiated with the study sponsor and approved by the BMC IRB. Please note that this policy refers to participant payments which are expensed to the study activity, using the funds awarded by the study sponsor. For studies in which the sponsor provides the payment directly to the participant, or provides the study team with gift cards, please refer to the sponsor's policy.

POLICY:

The payment of participant stipends must be documented, and the records must be kept with other study-related documents in the study binder. Participant stipends can be paid in one of two ways:

1. ClinCard: The preferred method is the ClinCard system because it allows for automated record keeping of cards issued, stipend payment amounts paid, and overall study expense for participant stipends. In addition, a single card issued to a study subject can be used repeatedly for multiple payments to study subjects.
2. Cash: In some cases, such as those where a single minimal payment is issued, a cash payment may be the most appropriate means to pay study subjects. If cash is used, it must be kept in a locked drawer or cabinet, and a manual log must be kept with study documentation which clearly identifies participation stipend payments made to study subjects. The log must include recipient signatures, and the tracking of all cash received and disbursed must match. It is strongly recommended that when cash payments are planned, Baystate Security be contacted for a consultation on best safe-keeping practices.

In rare cases, an exception may be made (e.g., the study requires that a particular vendor be used), and a different method of payment used.

Process:

For all payment methods, a social security number should be obtained if the participant is expected to be paid \$600 or more in participant stipends during any calendar year. Documentation of payments to participants will be kept by the study coordinator or investigator, and a signed receipt from the participant must be kept with study documents for any cash payments.

ClinCard:

1. As the preferred method, ClinCard will be used most commonly to pay participant stipends. The card will be issued to the participant at the first visit for which a stipend is paid, and additional stipend payments will be added to the balance of the card according to the study budget. Coordinators will keep a minimal supply of card stock on hand, and will replenish their stock by requesting additional cards from Treasury Services. Additional cards may be obtained from the cashiers at Daly 3 and 280 Chestnut Street.
2. If a card is lost or stolen, participants can request a replacement card through Greenphire directly by calling their toll-free phone number. The lost or stolen card will be de-activated and replaced with a new card, and the remaining unspent balance on the old card will be transferred to the new card. Participants will be charged \$7 for a replacement card.
3. Additional information on how the card can be used by the participant is provided by Greenphire, and should be explained to participants upon issue of the card (e.g. ATM use, Gas Station use, cashing out, etc.). Baystate has

decided not to activate the reminder functionality (text and appointment reminder features) initially, though it can be turned on if an investigator feels it is useful for a particular study.

4. To use the ClinCard system, coordinators or investigators must have a username and password for the Greenphire ClinCard portal; SPA Grant Managers can assign these accounts. Study Coordinators or investigators are authorized to make all standard stipend payments and any ad hoc payments under \$200 without approval. Ad hoc payments or payments in excess of \$200 for a single visit will be sent to the SPA Grant Manager for approval.
5. The schedule of payments will be set up in the ClinCard application by SPA. The SPA Grant Manager will work with the coordinator to identify the Study Name and other data entered into the ClinCard system to ensure accuracy of sponsor names, study names, study identification numbers, visit name, and study subject identification numbers.
6. Coordinators and Investigators will be responsible for maintaining an adequate stock of cards; informing SPA of upcoming studies which may use ClinCard, issuing cards to participants, and monitoring the study stipend overall expense in the study financial statements.

Cash:

1. In certain instances, it may be most expedient to pay cash to patients receiving stipends. Up to \$100 can be obtained per Petty Cash Request form from the BMC Cashier.
2. In this case, a Petty Cash Request form should be completed and brought to a BMC Cashier, along with a copy of the appropriate grant/study documentation stating the amount that patients will receive.
3. The instructions for correctly completing a Petty Cash Request can be found on eWorkplace under Resources → Forms → Petty Cash Request Form. The Petty Cash Request form should be signed by the Research Coordinator. The study PI (or designee) and the Grants Manager must also sign the request form.
4. Cash dispensed is then given to the patient. A log must be kept showing the cash amount, who received it, and a signature from the recipient.

Patient Stipend Payment Receipt

Date: _____

This is to confirm that I have received \$_____ for participating in the following study:

Title of Project: A Comparison of the Efficacy and Safety of Study Drug in the Treatment of Illness

Protocol No.: XXXXX

Print Name: _____

Signature of Patient: _____

Signature of Study Coordinator _____