Office of Student Research
CSUSB Student/Faculty Research Incentives for Participants

Background: The mission of the Office of Student Research (OSR) is to facilitate the engagement of students in scholarly and creative activities related to their disciplines by providing resources that support both student scholars and faculty mentors. The OSR provides students and faculty with grants to cover and assist with the costs of their research. The OSR has a critical need to support faculty and students who engage in research involving human subjects that requires the researcher to provide monetary incentives to research participants in the most efficient and timely way possible.

In order to effectively meet the research needs of student scholars and faculty mentors, OSR will oversee the use of OSR funds awarded and utilized to provide monetary incentives to research participants. Providing gift cards in exchange for research participation using state funds is allowable according to the draft general CSU policy Business Meals and Hospitality 1301.00 code 701.

Prior to receiving funding, faculty and/or student grant applicants must indicate in the budget portion of their application the purpose of the use of funds, which can include providing monetary incentives for research in the form of pre-loaded gift cards in exchange for participation. Approved applications and their budgets will be closely vetted by OSR staff in order to ensure that funds are used exclusively for the purpose of research. In the event, that the student scholar or faculty mentor requires support in the form of research incentives (i.e., gift cards), OSR will be responsible for purchasing, issuing, and tracking the gift cards. The OSR will engage in the following procedures in an effort to streamline the issuance of research incentives, yet still maintain sufficient accountability.

Type of Monetary Incentives for Research:

- Gift Cards: In lieu of cash, research participants can receive gift cards of up to total value of $100 per participant. Gift cards will be purchased by OSR staff using the OSR Procard designated for this purpose. Once purchased, the gift cards will be provided to the student scholar/faculty mentor, who will be responsible for tracking and reporting of the disbursement of gift cards to the OSR as described below.
- E-gift cards: In lieu of cash, research participants can receive Amazon offers eGift cards that may be purchased/issued and delivered via email online. Amazon e-gift cards will be purchased by OSR staff using the OSR Procard designated for this purpose. Once purchased, the e-gift card information will be provided to the student scholar/faculty mentor, who will be responsible for tracking and reporting of the disbursement of gift cards to the OSR as described below.

Payment method:

A special procurement card (Procard) will be issued to the designated department ASC or ASA from OSR. This Procard will be used only to purchase eGift cards as described in this procedure (no other purchases are allowed).

Responsibilities:

The student scholar and supervising faculty member will be responsible for:

- Determining when a research incentive payment is due
- Creating a list that includes the following (see OSR Gift Card Receipt Log)
  - name/purpose of the project
  - recipients' names
  - recipients' email addresses
  - dollar amounts for each recipient
  - period of time covered (if applicable)
- Submitting list to department designated ASA/ASC (special procard holder)

The ASC or ASA will be responsible for:

- Taking required Procard training and completing documentation.

- ❖ Collecting and maintaining the recipient lists submitted by the student scholar/faculty (see OSR Gift Card Disbursement Form).
- ❖ Placing the online order for the eGift Cards as instructed by the faculty.
- ❖ Bringing any questionable submissions or concerns to the chair's attention.
- ❖ Printing out receipts and email confirmation provided by online vendor that documents the purchase date, each recipient's eGift Card amount, recipients' names and email addresses.
- ❖ Review the monthly charges online (Procard) and make any necessary changes to the chartfields within the time frame specified by Purchasing (email reminders are sent out to cardholders)
- ❖ Attach a copy of receipt/confirmation documentation described above, as well as the faculty's request, with monthly procard statement.
- ❖ Recommended: Obtain review/approval signature of another department ASC on monthly statement, prior to chair approval.
- ❖ Obtain department chair review/approval signature on monthly statement.
- ❖ Forward completed/approved statement package to Purchasing by monthly deadline.

The OSR faculty director will be responsible for:

- ▪ Determining the ASA or ASC that will be responsible for the procard.
- ▪ Ensuring that the designated ASA or ASC does not possess another procard.*****
- ▪ Determining the required monthly card limit and sign off on required documentation to authorize card.
- ▪ Communicating to the department faculty the internal department process to request eGift Cards (e.g., the format of lists, information to be included on lists, frequency of when lists may be given to ASA/ASC, dollar limits****** for eGift Cards, etc.).
- ▪ Reviewing and approving ASA/ASC's monthly procard statement and backup documentation.

Purchasing will be responsible for:

- ✓ Ensuring that the ASA/ASC does not already possess a procard.*****
- ✓ Issue procard to ASA/ASC upon satisfactory completion of training and receipt of authorized documentation.
- ✓ Applying all applicable procard procedures/rules to this procard.
- ✓ Reviewing monthly statement and supporting documentation.
- ✓ Following up with department ASA/ASC regarding any missing information/documentation.
- ✓ Forwarding completed reviewed statement and supporting documentation to Accounts Payable for payment and filing.

Accounts Payable will be responsible for:

- ✓ Paying the monthly statement.
- ✓ Filing the monthly statement and associated documentation.
- ✓ Retaining documentation for the required period of time for audit purposes.

It is recommended that at the end of first full year of the pilot program, that the review of the program and documentation be reviewed for any concerns and possible improvements.

*****Only one procard may be issued to an employee. This is to ensure a separation of duties, avoid commingling of funds, and avoid exceeding spending authority limits. If an employee is responsible for a standard department procard, they will not qualify for this special procard.

*******Dollar limits* – It is highly recommended that dollar limits for research incentives be established by the department chair (this should be done in consultation with the faculty member of the project). The chair's involvement will help to ensure availability of funds prior to the start of the project and provide an objective party involved in ensuring reasonableness of the dollar amount issued, frequency of issuance, etc.

Reportable Note: *With this procedure, no Payee Data Records (STD 204) forms are being required. Since April of 2011, payments made with purchasing cards or credit cards will no longer need to be reported on Form 1099MISC. These payments are now reported on Form 1099K by the payment settlement entity (VISA, Mastercard) - IRC Code Sec 6050W.*

Gift Card Disbursement Form

Student Name (s): _____

Faculty Mentor:_____

Grant Award: Student Grant Faculty/Student Grant Summer Research Program SSI Culminating Project Grant

Project Title: _____

Purpose of Gift Cards:_____

Total Amount Requested for Gift Cards:_____

Type of Gift Card Requested: Visa Coyote Bookstore Amazon e-gift card Other:_____

Number of Gift Cards Requested _____ **Denomination of Gift Cards Requested:** _____

****All gift cards issued by OSR must be utilized and reported to the OSR by the end of the fiscal year. If all gift cards are not used they must be returned or a renewal request must be approved.****

Date Issued (or renewed)	Total Amount Issued and Type (specify if renwal)	Signature of study/faculty recipient as proof of receipt of gift cards	Signature of OSR staff as proof of dispersement	Date & Amount at Reconciliation

Office of Student Research

Gift Card Receipt Log

Researcher Name:_____

Faculty Mentor: _____

Project Title:_____

Date	Name	Student ID (if applicable)	Recipient E-mail	Amount ($) of Gift Card	Signature of Recipient

Date	**Name**	**Student ID (if applicable)**	**Recipient E-mail**	**Amount ($) of Gift Card**	**Signature of Recipient**