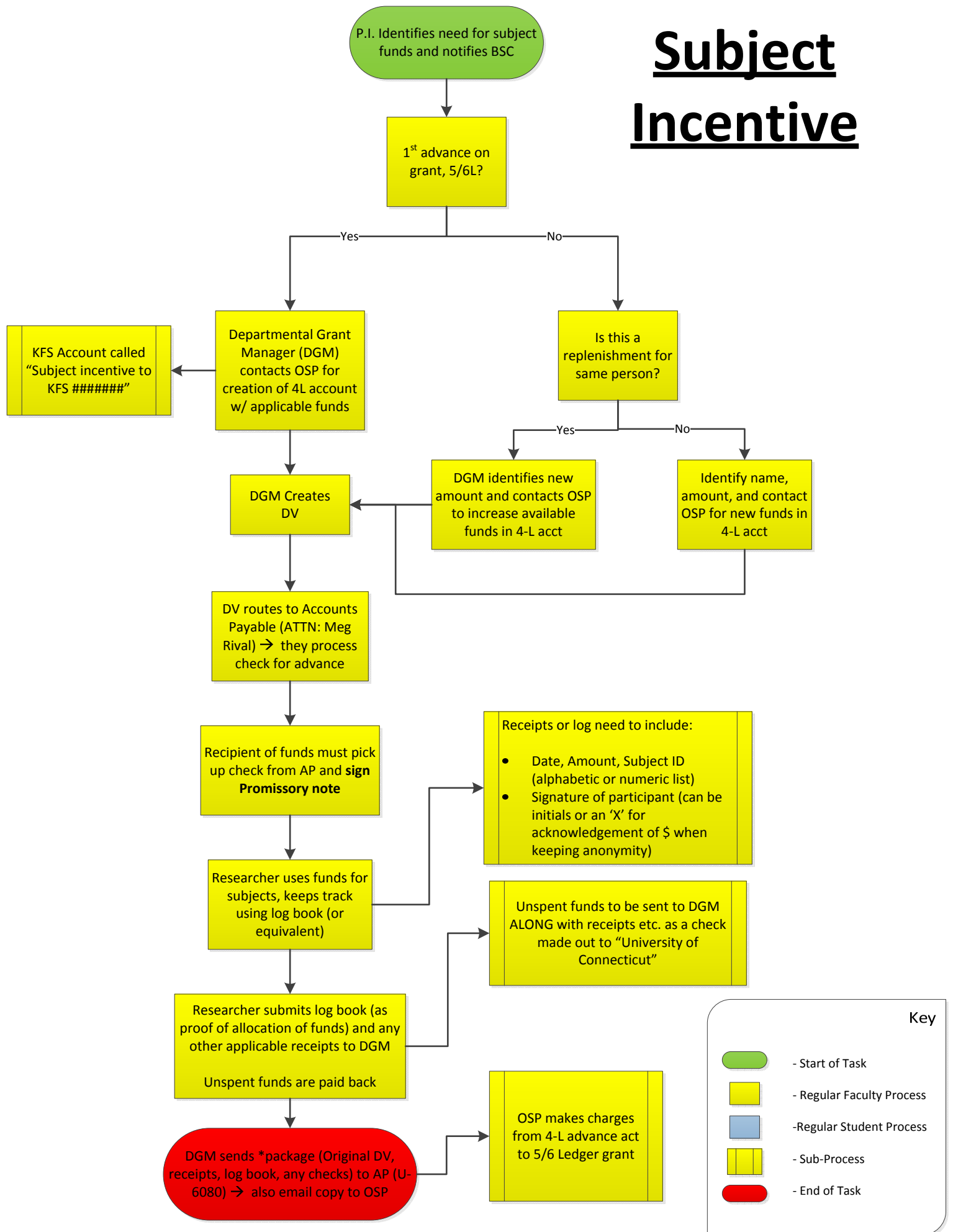


Subject Incentive



P.I. Identifies need for subject funds and notifies BSC

1st advance on grant, 5/6L?

Yes

No

Departmental Grant Manager (DGM) contacts OSP for creation of 4L account w/ applicable funds

KFS Account called "Subject incentive to KFS #####"

DGM Creates DV

DV routes to Accounts Payable (ATTN: Meg Rival) -> they process check for advance

Recipient of funds must pick up check from AP and sign **Promissory note**

Researcher uses funds for subjects, keeps track using log book (or equivalent)

Researcher submits log book (as proof of allocation of funds) and any other applicable receipts to DGM

Unspent funds are paid back

DGM sends *package (Original DV, receipts, log book, any checks) to AP (U-6080) -> also email copy to OSP

Is this a replenishment for same person?

Yes

No

DGM identifies new amount and contacts OSP to increase available funds in 4-L acct

Identify name, amount, and contact OSP for new funds in 4-L acct

Receipts or log need to include:

- Date, Amount, Subject ID (alphabetic or numeric list)
- Signature of participant (can be initials or an 'X' for acknowledgement of \$ when keeping anonymity)

Unspent funds to be sent to DGM ALONG with receipts etc. as a check made out to "University of Connecticut"

OSP makes charges from 4-L advance act to 5/6 Ledger grant