Research Participant Payments

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Accounts Payable & Travel
FASOP AS-13 Research Participant Payments

We are currently working on updating FASOP AS-13 for payments to participants in research studies.

Additional information will be provided as soon as the policy is finalized, as well as detailed procedures.
Guidelines

Social Security Numbers (SSNs) will not be required for research participant payments of $100 or less provided the following conditions are met:

- The individual participant payment is $100 or less, and
- It is not anticipated that the individual will receive participant payments, from all sources, totaling $600 or more during the calendar year, and
- The participant is not a non-resident alien (NRA)

NRA participant payments are subject to 30% federal tax withholding, regardless of the payment/dollar amount.

SSNs are required for any participant payment greater than $100.
# Payment Options

<table>
<thead>
<tr>
<th>Individual Participant Payments (non-NRA)</th>
<th>Participant Payment Amount</th>
<th>SSN/ITIN Required?</th>
<th>Payment Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$100 or less</td>
<td>No</td>
<td>Cash or check</td>
</tr>
<tr>
<td></td>
<td>Greater than $100</td>
<td>Yes</td>
<td>Check</td>
</tr>
<tr>
<td>Studies with Multiple/Continuous Participant Payments (non-NRA)</td>
<td>Combination of individual payments expected to exceed $600</td>
<td>Yes</td>
<td>Check</td>
</tr>
<tr>
<td>NRA Participant Payments</td>
<td>Any amount</td>
<td>Yes</td>
<td>Check</td>
</tr>
</tbody>
</table>
Questions?