

THE FOLLOWING PROCEDURES ARE TO BE FOLLOWED BY ALL FACULTY, STAFF AND STUDENT RESEARCHERS AT MIAMI UNIVERSITY. ALL RESEARCHERS WHO PLAN TO PROVIDE MONETARY COMPENSATION TO HUMAN RESEARCH SUBJECTS MUST HAVE THIS ADDRESSED IN THEIR INSTITUTIONAL REVIEW BOARD (IRB) APPLICATION.

1. An authorization/cash advance that will not exceed \$2,000 will be made payable to the person responsible for the research (Principal Investigator) and entered into the University's financial system. This authorization/cash advance will be processed by the PI's manager. \*If the human research subject is on the University's payroll, a requisition needs to be processed payable to them on their payroll.
2. Once the Cash Advance is approved, the PI will receive the funds via the method of payment selected in the Cash Advance request in Workday (Direct Deposit, Prepaid Cards).
3. The PI is responsible for safeguarding the funds by keeping it in a secure location. (Physical Prepaid cards must be kept on campus. Any cash withdrawn as a result of direct deposit must also be kept secure and on campus.)
4. The PI will be required to keep a record of all of the people who are paid as human research subjects (form attached) and submit an Expense Report in Workday as a reconciliation of the Cash Advance.
5. This information will be maintained in the University's financial system. (Form attached) and submit an Expense Report in Workday as a reconciliation of the Cash Advance.

Advances should be processed through the University's financial system. (Form attached) and submit an Expense Report in Workday as a reconciliation of the Cash Advance.

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