|  |  |  |  |
| --- | --- | --- | --- |
| Requires 2 business days to process from approval.  **2 p.m. CUTOFF** | **This selection provides MasterCard gift cards to the researcher for distribution. This option indicates you would like to insert additional value onto the cards at a later time.** | | |
| **HSIP Form Completion Instructions** | **Principal Investigator:** | Enter the PI’s uniqname. The PI you enter here must match the PI listed in the eResearch system for this study. You may change the value in the phone number field if it’s incorrect. | |
| **Approver:** | Enter the approver’s uniqname. You may also want to enter alternate approvers as well. | |
| **Study Information:** | Enter the HUM Number.  The **IRB Status, HUM Title, Approval Date, Expiration Date**, and **Tier** fields should auto-populate based on the information associated with the **HUM Number** in the eResearch system. | |
| **Requester Comments:** | If you wish to "reload" cards in the future, enter “reloadable cards" in requester comments field. | |
| **Custodian:** | Cards will only be released to uniqnames listed in the custodian or alternate pick-up fields. You can enter as many names as necessary. | |
| **Distribute To:** | Researcher | |
| **Total Incentive Amount:** | This is the total amount that you believe you will distribute within the next 30 days. It should equal the number of cards times the card values. | |
| **Payment Type:** | Card | |
| **Card Type:** | Visa | |
| **Payment Type Details:** | This is the number of cards you are requesting and the card amount. Add rows, if necessary, to request various card amounts. | |
| **Delivery Type:** | Choose one of the three options below: | |
| *HSIP Office* | Choosing this option means the custodian(s) will pick the cards up at Wolverine Tower.  \*Enter a pick up time in the Special Instructions field\* | |
| *Courier* | Metro delivery will deliver to the custodian(s) on campus. Select a location code using the magnifying glass in the “delivery to” field and the address will auto-populate.  \*Metro delivery guarantees delivery by 5:00 p.m. on the distribution date.\*  \*If the cards are needed prior to 5:00 p.m., please indicate you would like STAT delivery.\*  **Note that STAT delivery incurs a cost that is double the standard delivery cost.** | |
| *Mail* | This option only available to studies located outside Ann Arbor.  \*Type in the delivery address | |
| **Accounting Details:** | Account Type - Incentive  Enter the shortcode to be charged | |
| **Additional Instructions** | Print the appropriate Human Subject Incentive Receipt – based on tier level and complete the forms. These forms are available on your HSIP Home Page after submitting the request. Click “Subject Details Form” beside the HSIP number or generic forms are available [on the HSIP website.](https://finance.umich.edu/treasury/hsip/forms) | | |
| Cards are individually identified with a Card ID. The HSIP website contains a [Card Reload Tracker](https://finance.umich.edu/node/2667) to be used for card reloads This form will be sent back to the HSIP Office when it is time to request a “reload” indicating which cards will receive a reload and the amount. | | |
| **Reconciliation Documentation Forms Required** | Cards are reconciled within 30 days. Your project grant will not be charged until the entire incentive is accounted for. Submit signed receipts to the HSIP Office using one of the following methods: | | |
| Attach the file to the HSIP request | | **Mail Receipts to: (Note – Campus mail is not secure and is not recommended)**  HSIP Office  10090 Wolverine Tower  SPC 1283 |
| **Card Returns:**  Only unopened envelopes are returnable and must be returned in person.  To return excess cards, notify the HSIP Office of the HSIP control number and the Card ID numbers. | | |