

Adding Attachments to a Human Subject Incentives Program (HSIP) Request

Submit Documentation Forms (Receipts and Completed Templates)

Currently, there are two options to submit required documentation to the Treasurer's Office: **campus mail** and **file attach** from within the HSIP request. Because subject detail data is confidential, file attach is the preferred method of submission as it offers more security than mail.

Receipts may also be sent via fax to the HSIP secure fax line: **(734) 764-5375**

HSIP Home Page

HSIP Control No.	Number	Pickup Date	Status	Subject Details Form
9000036556	1	05/30/2014	Approved	Subject Details Form

1. Select the applicable **HSIP Control No.**

Note: You cannot attach files if the HSIP request has the following status:

- Completed
- Cancelled
- Paid (distribution to subject)
- Released for Payment (distribution to subject)

HSIP Request Form

2. Click **View Add Attachment**.

HSIP Attachments Page

3. Click **Add Attachment** to locate the saved file on your computer.

File Attachment Page

4. Click **Browse**.

5. Select the file (not shown)

6. Click **Open** (not shown).

7. Click **Upload**.

HSIP Attachments Page

The screenshot shows a web interface for managing HSIP attachments. At the top, there is a tab labeled "Hsip Attachments" and a text field for "HSIP Control No" with the value "9000036556". Below this is a table with a single row. The table has columns for "Add Attachment", "Attached File", "View Attachment", and "Delete Attachment". The first row contains an "Add Attachment" button, an empty text input field, a "View Attachment" button, and a "Delete Attachment" button. To the right of the "Delete Attachment" button are plus and minus signs. Below the table are three buttons: "OK", "Cancel", and "Apply". A black box with the number "10" is overlaid on the left side of the "OK" button.

	Add Attachment	Attached File	View Attachment	Delete Attachment	
1	Add Attachment		View Attachment	Delete Attachment	+ -

OK Cancel Apply

8. Click plus sign to add additional files.
9. Click minus sign to delete files.
10. Click **OK** to return to the request form.