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| --- | --- | --- | --- |
| Requires 2 business days to process from approval.  **2 p.m. CUTOFF** | **This selection reloads existing cards previously provided to researcher for researcher use.** | | |
| **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’s Comments:** | Indicate the package ID that you are reloading. | |
| **Custodian:** | Although the custodian will not take custody of the cards, please enter the uniqname of the most appropriate contact person for the request, should the HSIP office have questions. | |
| **Distribute to:** | Researcher | |
| **Total Incentive Amount:** | This is the total amount of funds to be reloaded on the card. | |
| **Incentive Type:** | Card | |
| **Card Type:** | Reload | |
| **Payment Type Details:** | This is the number of cards you are reloading and the card amount. **This must equal your Total Incentive Amount.**  Add rows, if necessary, to request various card amounts. | |
| **Delivery Type:** | HSIP Office | |
| **Accounting Details:** | Account Type – Incentive  Enter the shortcode to be charged | |
| **Reconciliation Documentation Forms Required** | Researcher reload 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 |
| Cards to Researcher are non-returnable | | | |