# HSIP: Submitting Documentation

Human Subject Incentive Receipts are available for all requests (except coupons which are e-mailed to the custodian) and can be accessed by returning to the HSIP Home page at <https://finprod.dsc.umich.edu/psp/finprodnonop/EMPLOYEE/ERP/c/M_HS_HSIP_MENU.M_HS_HSIP_HOME.GBL>.

Subject Incentive Receipts contain the HSIP control number which is **unique** to each request. The information required on the receipt will also be specific to the study and the Tier level assigned to the study. Please note that assignment of Tiers 2 and 4 are rare. Should you notice the IRB has assigned your study as a Tier 2 or 4, please contact our office for further confirmation of this assignment. Subjects should fill in all of the required information and sign the receipt. Should your study require a social security number and your subject is adamant, please provide them with the HSIP “Your Personal Private Information Brochure.” The research team is responsible for submitting all receipt documentation to the HSIP Office no later than 30 days from the date of original distribution of funds. Extensions can be granted on a case by case basis. Please contact the HSIP Office at [subject-incentives@umich.edu](mailto:subject-incentives@umich.edu) for extension inquiries.

**NOTE: Subject information can no longer be submitted via e-mail** since the HSIP office migrated to Google e-mail.

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|  | Payment Type  Tier LEvel | Documentation Type | Process | Submission Methods |
| **Distribute to: RESEARCHER** | * **VISA GIFT CARDS** * All Tier Levels | * Human Subject Incentive Receipts   + Tier 1: Subject name, address; date and amount paid   + Tiers 3 & 5: Subject name, address and social security number; date and amount paid   + Tiers 2 & 4: Number of subjects and amounts paid | * Attached directly to the online HSIP request * Faxed * E-mail (Tiers 2 & 4 ONLY) * Campus Mail | * Online request form: Upload documentation by going into HSIP request and selecting “Add Attachment.” This can be done by the requester or approver and is the **preferred method**. * Secure fax: (734) 764-5375 * Tiers 2 & 4 **(ONLY):** Can be e-mailed to the HSIP group at **subject-incentives@umich.edu**. * Campus Mail (**least preferred**): Tiers 1, 2 & 4   **\*Note:** Since campus mail is not secure, documentation with **social security** **numbers** should **NOT** be sent via campus mail. |
| * **CASH** * All Tier Levels | * Human Subject Incentive Receipts (See Above)   ***Research conducted by mail:*** Use HSIP cash info spreadsheet  (If your study is a Tier 2 or 4, please contact our office.) | * See Process   (Visa gift card to Researcher)  ***Research conducted by mail ONLY***:  Fill out a ***Cash Information*** spreadsheet and upload to HSIP online request. Spreadsheet template can be found at:  <https://www.finance.umich.edu/treasury/hsip/forms> | * See Submission Methods   (Visa gift card to Researcher) |

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| **Distribute to: RESEARCHER** | * **CHECK** * All Tier Levels   NOTES:   1. Researcher may request a check for either reimbursement of subject incentives already distributed, or as an advance towards subject incentives to be distributed. 2. Checks must be mailed to an off campus address when issued to a Researcher. | * Human Subject Incentive Receipts (See Visa gift card, Researcher)   ***Research conducted by mail:***Use HSIP check info spreadsheet  (If your study is a Tier 2 or 4, please contact our office.) | * Attached directly to the online HSIP request * Faxed * E-mail (Tiers 2 & 4 ONLY) * Campus Mail   ***Research conducted by mail ONLY*:**  Fill out a ***Check Information*** spreadsheet and upload to HSIP online request. Spreadsheet template can be found at:  <https://www.finance.umich.edu/treasury/hsip/forms> | * See Submission Methods   (Visa gift card to Researcher) |
| * **COUPONS** * Tiers 1, 3 & 5 ONLY | * Human Subject Incentive Coupon * Blank coupons e-mailed to custodian | Subject cashes coupon at Hospital or Central Cashier. Cashier’s office submits  redeemed coupons to HSIP office. | * Subject information entered by HSIP office. |
| **Distribute to: SUBJECT(S)** | * **VISA GIFT CARD(S)** * Tiers 1, 3 & 5 ONLY | * Card Information spreadsheet   + Tier 1: Subject name, address; date and amount paid   + Tiers 3 & 5: Subject name, address and social security number; date and amount paid | Fill out a ***Card Information*** spreadsheet and upload to HSIP online request. Spreadsheet template can be found at:  <https://www.finance.umich.edu/treasury/hsip/forms> | * Online request form: Upload spreadsheet by going into HSIP request and selecting “Add Attachment.” This can be done by the requester or approver and is the preferred method. |
| * **CHECK(S)** * Tiers 1, 3 & 5 ONLY | * Check Information spreadsheet   + Tier 1: Subject name, address; date and amount paid   + Tiers 3 & 5: Subject name, address and social security number; date and amount paid | Fill out a ***Check Information*** spreadsheet and upload to HSIP online request. Spreadsheet template can be found at: <https://www.finance.umich.edu/treasury/hsip/forms> | * Online request form: Upload spreadsheet by going into HSIP request and selecting “Add Attachment.” This can be done by the requester or approver and is the preferred method. |

\*If social security number information is contained on the forms and the only available option is Campus Mail, please contact the HSIP office to explore alternative submission methods including hand delivery, US Mail or using tamper evident bags.

**NOTE:** Once a “Request Completed” e-mail is received from the HSIP system, please shred/destroy all subject payment receipts and/or spreadsheets.