

PARTICIPANT INCENTIVES (CASH / NEAR CASH / NON-CASH)

Research participant incentives must first be approved by the Lakehead University Research Ethics Board.

Participant incentives include:

- 1) Cash
- 2) Near Cash – gift certificates
- 3) Non-Cash – tangible items, such as: mugs, clothing, food items, tobacco, etc.

Reporting requirements include:

- 1) An approved research ethics application detailing the incentives
- 2) Original itemized receipts for the purchase of non-monetary incentives
- 3) Proof the incentive was received by the participant
- 4) Date the incentive was given out
- 5) The amount of the incentive
- 6) Circumstances which resulted in an incentive being given out
- 7) The name of the person receiving the incentive (or their related code)
- 8) An attestation by the researcher, and anyone else involved in the distribution of the incentives, as to the number of participants who received incentives (including dates and circumstances), and, where appropriate, the coded list of participants

Confidentiality

The University recognizes and protects the research participant's right to privacy. At the same time, the university must meet accounting and reporting requirements, especially relating to remuneration.

Where the Research Ethics Board approved application requires confidentiality as per TCPS-2, a coded participant list may be used. The incentive recipients can be reported using their individual/unique research participation ID numbers.

Participants' identifying information, signed receipts, and other forms of proof of receipt of incentives must be safeguarded by the researchers in a location separate from the participants' data. From a financial perspective, such records must be retained for a minimum of seven (7) years.

In general, the procedure for reimbursement, once incentives have been given out, is as follows:

- 1) Complete a cheque requisition
- 2) Attach original itemized receipts for any non-monetary incentives
- 3) Attach proof the incentive was received by the recipient
- 4) Include the date the incentive was given out
- 5) Provide the amount of each incentive
- 6) Detail the circumstances which resulted in the incentive
- 7) Indicate the name of the person (or their code/ID number) receiving the incentive
- 8) Provide an attestation by the researcher, and anyone else involved in the distribution of the incentives, as to the number of participants who received incentives (including dates and circumstances), and, where appropriate, the coded list of participants.

In order to collect all the information required Finance has created log files templates and acknowledgement form templates which can be modified.

See the Research Accounting website for the sample forms.