

- **Research Participant Receipt Forms (RPRF)**

The University has developed two [Research Participant Receipt Forms \(RPRF\)](#) for making research participant compensation payments. One form is to be used when making payment greater than or equal to \$75 and the other is to be used when making payment of less than \$75. To help explain the forms, their purpose, and the correct way to make payments to research participants, please see the [overview](#). The overview will answer the following questions:

- Why does the University need to gather and maintain payment information from research participants?
- How does information confidentiality fit in with documentation and Internal Revenue Service reporting needs?
- What are the correct payment methods, receipts, and class codes to use when making research participant payments?

Questions regarding the processes for making payments to research participants may be directed to the following individuals: Kathy Dobbs or Bill Cahill, Controller's Department or Cory Harms, Purchasing Department.