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**Iowa State University
Research Participant Receipt Form (RPRF)
Use if this payment is less than \$100**

Iowa State University (ISU) is required to maintain the confidentiality of information about research study participants while still complying with record keeping requirements of the State of Iowa, the Internal Revenue Service (IRS), and funding agencies. The purpose of this form is to serve as documentation of the receipt of compensation associated with participation in a research study conducted by ISU personnel.

I, _____, have received/or am requesting compensation in
(Print Research Participant Name) the form and amount indicated below:

- Cash \$ _____
- Check \$ _____
- Gift Certificate/Card \$ _____
- Other Property – Describe: _____

Value: \$ _____

Research Participant Signature

Date

TO ISU PERSONNEL:

Research participants may be given the opportunity to participate without receiving payment if they choose not to complete this receipt form.

This form provides documentation for gift certificates/cards or other property purchased by ISU p-card--keep original form as part of your p-card documentation.

If an ISU check needs to be issued for payment, attach the RPRF to the Ad Hoc Payment in Workday.

If petty cash was used to pay the participants, attach the RPRF to the Journal Entry in Workday.