FORM #_____
DD-MON-YYYY

UNIVERSITY OF WATERLOO
REQUEST ADVANCE
FOR REMUNERATING RESEARCH PARTICIPANTS

Employee # Student # Other (Please specify)

Requestor's Surname First Name Department Ext Email address

Mailing address (if not on campus):

Apt. – Street address City Province Postal Code

Type of remuneration - circle one: Cash/Cheque Gift Certificate/Coupon In-Kind Item

Study start date Anticipated completion date

_____ X _____ = _____

# of participants Amount per participant Total

If applicable, specify installment periods (e.g., weekly, monthly, or specific dates, etc.)

Charge to advance account number

				-				-				-				-					-	6	5	5	8	-				-			

As Principal Investigator I certify that I or my delegate:

- ✓ Will use the funds for the purpose of remunerating research participants in accordance with the research plan outlined in the research ethics application for which ethics clearance was received from the Office of Research Ethics;
- ✓ Will create and maintain a master list of research participants in the study including research participant id #, name, address and amount remunerated;
- ✓ Will retain the research participant master list in a secure and confidential manner under my jurisdiction at the University of Waterloo for a minimum of 7 years following completion of the study (or as required by law and/or regulatory authorities if longer than 7 years);
- ✓ Will make the master list available on request in the event of an audit (e.g., by the university, government or granting agency); and
- ✓ Will obtain a signed "Research Participant's Acknowledgement of Receipt of Remuneration and Self-Declared Income" form from each research participant who will receive remuneration; and
- ✓ Will settle the advance within 30 days of the anticipated completion date of the study or will request Finance to extend the completion date.

Print name Signature Date

One-over-one authorization, if requestor is the principal investigator

Print name Signature Date