

**UNIVERSITY OF WATERLOO
SETTLEMENT OF ADVANCE
USED 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

Complete the reconciliation below, attach receipt/invoice for any purchases (i.e. gift certificates/coupons, in-kind items, etc.) and attach list of research participant id #'s

	Reconciliation of settlement	Amount
A.	Advance	
B.	Disbursements to research participants	
C.	Other costs (please specify)	
D.	Net Amount (A-B-C)	
	Amount owing by claimant to university (if D>0)	
	Amount owing by university to claimant (if D<0)	

Charge settlement to account number

| | | | - | | | - | | | - | | | - | | | | | | - | 6 | 5 | 5 | 8 | - | | | | - | | | |

As Principal Investigator I certify that I or my delegate:

- ✓ Did 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;
- ✓ Did 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);
- ✓ Did obtain a signed "Research Participant's Acknowledgement of Receipt of Remuneration and Self-Declared Income" form from each research participant who received remuneration; and
- ✓ Am returning all unspent monies to the university.

Print name Signature Date

One-over-one authorization, if the advance is settled by the principal investigator

Print name Signature Date