

Financial Services Standard Operating Procedure No. 3706 - - Addendum			
SOP Title	Research Study Participant Payments	Related Policy No.	<a href="#">UMB VIII-99.00 (B)</a>
Last Updated	May 4, 2022	Refer Questions To	Director, Disbursements 410-706-2931
Approved By	Dawn Rhodes, Chief Business and Finance Officer		

This addendum is incorporated into the Financial Services Standard Operating Procedure No. 3706 on Research Study Participant Payments.

### Part One – State Requirement for Fully Disbursed Research Study Participant Logs

The State requires copies of fully disbursed research study participant logs before the State will replenish our Working Fund bank account cash balance.

1. General Working Fund (GWF) checks for cash and gift card disbursements must be fully disbursed within 60 days of the check date.
2. The fully disbursed and completed study participant log showing the disbursements to study participants must be emailed to [fs-workingfund@umaryland.edu](mailto:fs-workingfund@umaryland.edu) within 60 days of the check date. The total amount disbursed must equal the amount of the check.
3. If the full amount of the GWF check has not been fully disbursed within 60 days of the check date, any remaining amount must be resolved within the 60-day timeframe as follows:
  - a. Cash  
Undisbursed cash must be deposited at the Cashier’s Office and the cashier’s receipt must accompany the completed study participant log. Instructions for depositing cash are located here: <https://www.umaryland.edu/student-financial-services/university-cashier/#d.en.504215>
  - b. Gift Cards  
Remaining gift cards can be transferred to another project (preferred) or purchased using personal funds. Evidence of the transfer or purchase must accompany the completed research study participant log.
4. Email all documentation to [fs-workingfund@umaryland.edu](mailto:fs-workingfund@umaryland.edu). The total of the amount disbursed and supplemental documents must equal the original GWF check amount.
5. If a department has outstanding GWF checks for more than 60 days, subsequent GWF check requests for cash or gift cards will be denied until the outstanding checks are resolved.
6. Checks that remain outstanding for 90 days will be charged to the department’s revolving SOAPF.

### Part Two – Voided and Reissued GWF Checks

Due to system changes in processing GWF checks, checks cannot be reissued using the original NONPO Invoice.

1. Complete the [Working Fund Check Void Form](#).

2. Submit a new NONPO Invoice.
  - a. Include a comment in the invoice description indicating the invoice is a reissue request and include the original invoice number.
  - b. Provide all supporting documentation using the [NONPO Invoice Supporting Documentation Submission Webform](#).

### Part Three – Check Limits

Departments should make every effort to effectively strategize cash and gift card disbursements to avoid outstanding GWF checks for more than 60 days and to keep cash and gift card inventories at a minimum.

1. A GWF check request for cash or gift card disbursements cannot exceed \$5,000.00. If the study requires large amounts of cash or gift cards, contact [fs-workingfund@umaryland.edu](mailto:fs-workingfund@umaryland.edu) for guidance.
2. Cash and gift card inventories are subject to inspection by Administration and Finance.
3. A GWF check request to an individual participant that is over \$1,000 will be paid through the State payment process rather than the GWF and will be subject to the State Intercept Program. Any State payment made to a participant who has an outstanding debt to the State or federal government could be intercepted and applied to that debt. This information should be disclosed to the research study participants accordingly.