



# WILLIAM & MARY

CHARTERED 1693

## Human Subject Payment Voucher 1 (HSPV1)

(Use when payment to human subject(s) is \$51 to \$100)

**\*\*\*CONFIDENTIAL \*\*\* CONFIDENTIAL \*\*\* CONFIDENTIAL \*\*\* CONFIDENTIAL\*\*\***

**RELATED POLICY: [Paying Human Subjects for Research Studies](#)**

William and Mary is required to maintain the confidentiality of research studies and human subjects while still complying with record keeping requirements of the Commonwealth of Virginia, the Internal Revenue Service (IRS), and funding agencies. The purpose of this form is to serve as documentation for incentive payments of \$51.00 to \$100.00 (per human subject) associated with participation in a research study conducted by University personnel.

I, PLEASE PRINT HUMAN SUBJECT'S NAME HERE, have received/or am requesting an incentive payment in the form and amount indicated below:

**FORM:**

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

**TOTAL AMOUNT:** \$ \_\_\_\_\_

\_\_\_\_\_  
*Human Subject Signature*

\_\_\_\_\_  
*Date*

**TO UNIVERSITY PERSONNEL:**

- Human subjects may be given the opportunity to participate without receiving payment if they choose not to complete this receipt form.
- If a University check needs to be issued for payment, attach HSPV1 to a completed Vendor Payment Request Form and submit to Accounts Payable.