

~ Guidelines ~
**Human Subject Experiment
VOUCHERS FOR PAYMENT**

We wanted to be sure that all researchers are aware of the guidelines for receiving payments for participants. Correctly filling out the GREEN EXPERIMENT VOUCHER is extremely important. Vouchers that are not completely or correctly filled out cannot be processed. In order to ensure that participants are accurately paid in a timely manner please be aware of, and post the following guidelines.

- Fill out the **entire** voucher **before** the participant leaves the lab.
 1. The researcher must fill in:
 - Date
 - Experiment Name
 - Experiment # (if applicable)
 - Amount
 - Name of PI
 - Authorized By (signature of PI)
 - Full Name of Payee
 - Address
 - Social Security # (REQUIRED)
 2. The participant must **sign the voucher**

- Explain to the participant how to claim his/her check.
 1. The check will be ready to pick up after 12:00 PM the next business day.
 2. The participant may pick up the check in 102 Gilmer Hall (bring an ID).