

# Human Subject/Research Participant Ad Hoc Payment Process

## Overview

This process is for departments submitting human subject/research participant ad hoc payment requests. All human subject/research participant payments will be paid via an Ad Hoc Payment in Workday. Designate one individual from your area to submit all requests to prevent duplicate submissions. A detailed list of appropriate documents for submission is provided below. All requests must be submitted to [apinvoices@gatech.edu](mailto:apinvoices@gatech.edu) for processing. The turnaround time for payments to be processed once all of the steps below are followed is **5-10 business days**. If you have any questions regarding this process, please contact AP Accounting through ServiceNow.

## Process

- **Completing Payment Request Form (Please complete all of the following fields)**
  - Workday Reference: 0000000000 – Use a maximum of 10 characters; Each payment should include a different Workday reference number (No duplicates)
  - Business Purpose/Description
  - Payment Type
    - Human Subject or Research Participant
  - Payee Info
    - Payee Name: Last name, First name
    - Address (Please include apartment/unit number if applicable to avoid delay in individual receiving check via USPS)
    - Email address
  - Accounting Info
    - Spend category
      - SC751113 (For Research Participant payments)
      - SC751115 (For Human Subject payments)
    - Driver Worktag
    - Amount
  - Mail
    - Use this section only for special handling
  - Dept/Unit Approval
    - Must include all appropriate signatures and date
- **Attachment**
  - **Must include the following detailed list of appropriate documents**
    - Human subject/research participant payment request form
    - Office of Research Integrity Assurance IRB Approval Form
    - Documentation detailing the research being conducted
    - Consent form (if applicable)
    - Any email communication relevant to payment
  - If combining all files into one PDF attachment, save using the following format:

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- Workday reference number – Last name, First Name (ex. 0000000000 – Doe, John)
  - If separately attaching PDF files to ONE email, ensure each file is labeled correctly
    - Ex. Payment request form, HXXXXX IRB approval form...
- **Generate one email to [apinvoices@gatech.edu](mailto:apinvoices@gatech.edu) for each participant with the following:**
  - Subject Line: Ad Hoc Workday Form – Last name, First Name
  - One Attachment (PDF file only): All attachments must be combined into one PDF file or
  - If you are unable to combine all attachments into one PDF file, send the separate PDF file attachments in one email only. **Multiple emails for one participant will not be accepted.**
  - Body of email – Department preference