

Bradley University
CUHSR-Approved Informed Consent Form Language for
Research Studies using Participant Incentives

Look for the scenario that fits your situation. Insert this language into your consent document in the section that informs participants about incentives. If you have any questions, contact CUHSR at CUHSR@fsmail.bradley.edu.

Bradley Students as participants - if your participants are Bradley Students and are receiving University funds, you should include the following on your consent form (plus any of the other applicable statement on this document):

Receiving compensation could impact your financial aid as this compensation can be considered income. If you are a Bradley Student, this information will be shared with Financial Services.

Self-funded (i.e. out-of-pocket) studies

The IRS may consider these payments to be taxable compensation. Recipients of a research participant incentive payment may want to consult with their personal tax advisor for advice regarding the participant's situation. Any participant also has the opportunity to participate in the study without accepting the research incentive payment.

Self-funded (i.e. out-of-pocket) studies with anonymous survey (e.g. online) for which you will have to collect contact information to make the incentive payment

The IRS may consider these payments to be taxable compensation. Recipients of a research participant incentive payment may want to consult with their personal tax advisor for advice regarding the participant's situation. Any participant also has the opportunity to participate in the study without accepting the research incentive payment.

In order to receive compensation, at the end of the survey you will be taken to a separate page to enter your contact information. This information will be kept entirely separate from the survey and your responses. Once the compensation is distributed, we will delete your contact information.

University funded \$100 or under – Confidential and Anonymous Studies

The IRS may consider these payments to be taxable compensation. Recipients of a research participant incentive payment may want to consult with their personal tax advisor for advice regarding the participant's situation. Any participant also has the opportunity to participate in the study without accepting the research incentive payment.

In order to receive the compensation, the researcher will have you **fill out a brief form** before receiving the compensation. This information will be kept entirely separate from the research data and will be securely stored by the researcher for audit purposes only.

University funded \$100 or under – Identified Study (i.e. *not* Confidential or Anonymous Studies)

The IRS may consider these payments to be taxable compensation. Recipients of a research participant incentive payment may want to consult with their personal tax advisor for advice regarding the participant's situation. Any participant also has the opportunity to participate in the study without accepting the research incentive payment.

In order to receive the compensation, the researcher will have you **fill out a brief form** before receiving your compensation. Your name may be shared with other University employees for accounting purposes. No research data will be associated with this information.

University funded \$100 or less, anonymous survey (e.g. online) for which you will have to collect contact information to make the incentive payment

The IRS may consider these payments to be taxable compensation. Recipients of a research participant incentive payment may want to consult with their personal tax advisor for advice regarding the participant's situation. Any participant also has the opportunity to participate in the study without accepting the research incentive payment.

In order to receive the compensation, at the end of the survey you will be taken to a separate page to enter your contact information. This information will be kept entirely separate from the survey and your responses and will be securely stored by the researcher for audit purposes only.

(Note to PI: if the participant is a Bradley Student you should collect their Bradley ID number. Otherwise collect their legal name, legal address, and email. Attach this information to the Bradley University Research Participant Receipt Form. If applicable, a copy of the email/electronic payment/gift card will need to be sent to financial services).

University funded above \$100.00

The IRS may consider these payments to be taxable compensation. Recipients of a research participant incentive payment may want to consult with their personal tax advisor for advice regarding the participant's situation. Any participant also has the opportunity to participate in the study without accepting the research incentive payment.

In order to receive compensation for participating you may have to provide your social security number and fill out applicable tax forms. These forms are used to meet federal reporting guidelines but will be handled only by university employees who have signed confidentiality agreements and who will ensure the information is handled in a secure manner. No research data will be associated with these forms. **You may participate in this study without compensation if you do not wish to complete this form.**

(Note to PI: You will have to contact financial services to work out exactly what forms are needed and how participants will be compensated.)

University funded \$100 or more, anonymous survey (e.g. online) for which you will have to collect contact information to make the incentive payment

The IRS may consider these payments to be taxable compensation. Recipients of a research participant incentive payment may want to consult with their personal tax advisor for advice regarding the participant's situation. Any participant also has the opportunity to participate in the study without accepting the research incentive payment.

In order to receive the compensation, at the end of the survey you will be taken to a separate page to enter your contact information. You may have to provide your social security number and fill out applicable tax forms. These forms are needed to meet federal reporting guidelines. All the information will be handled only by university employees who have signed confidentiality agreements and who will ensure that the information is handled in a secure manner. No research data will be associated with these forms.

(Note to PI: You will have to contact financial services to work out exactly what forms are needed and how participants will be compensated.)

Third party providing incentives (example Amazon Mechanical Turk or Qualtrics)

The IRS may consider these payments to be taxable compensation. Recipients of a research participant incentive payment may want to consult with their personal tax advisor for advice regarding the participant's situation. Any participant also has the opportunity to participate in the study without accepting the research incentive payment.