



Quick Guide: Payment Options for Human Research Participants

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IRB Responsibilities

The UCLA IRB/OHRPP is responsible for reviewing and approving all payment to human research subjects in order to ensure that proposed payment to research subjects does not constitute an undue influence to participate in the research.

Details of IRB review requirements and considerations are outlined in [UCLA OHRPP Guidance and Procedure: Payment for Participation in Research](#).

Investigator Responsibilities

UCLA investigators are responsible for:

- Detailing in the electronic IRB application their plans to pay human research participants.
- Outlining in subject consent documents all applicable payment details, consistent with the IRB-approved protocol.
- Updating their IRB application to reflect any changes to method or details of payments.
- Complying with all applicable University policies regarding disbursement of check, cash, gift card and other payment mechanisms.
- Following all applicable University policies including but not limited to [Cash Handling Policy \(BUS-49\)](#) and [Cash Handling Safety and Security Policy 361](#).
- Storing all electronic gift card links in a secure server in a password-protected document.

Investigators may not deposit UC Regent funds into personal bank accounts.

UCLA Business and Finance Solutions Responsibilities

UCLA researchers may request checks, cash, gift cards or deposits on BruinCard for human research participant payments. Note: At the time of writing, Venmo and PayPal are not University-approved payment methods.

Payment Method*	UCLA Business and Finance Solutions Contact
Check payments	Accounts Payable
Cash Gift cards Deposits on BruinCards	Payment Solutions and Compliance Office

Questions about available types of gift cards, including electronic options, should be directed to the [Payment Solutions and Compliance Office](#).

*Venmo and PayPal are not University-approved payment methods.