

Payment to Research Participant Payee Certification

When to use this form

This form may be used as substantiation documentation for the following check request form:

1. Payment to Research Participant

The Payment to Research Participant check request form is used to pay individuals who participated in a research study for their participation. It should not be used to reimburse travel or other expenses to researchers or participants. Review the [Research Participant Payments in BUY.IU article](#) to learn more about when to use this check request form.

How to use this form

Instructions for the IU department

1. Search for the payee in BUY.IU. Visit the [Search for a Supplier page](#) to learn how. If the payee is not already a supplier in BUY.IU, [submit a supplier request form](#) to establish their record.
2. Complete the “Study Details” section of the form. Save the form.
3. Send the form to the payee so they may review the Study Details section, complete the Payee Details section, and sign the form.
 - a. Research participant payments to **international individuals within the U.S.** should be managed for compliance with U.S. immigration and U.S. tax regulations. International individuals are advised to consult with the designated official at the international office that issued their immigration document before participating as a compensated research subject. Additional documentation from the international individual will be required for tax purposes, like what is required from an international guest speaker. Review the [Payments for Services to International Guests page](#) to learn more.
4. After study participation is complete and the payee’s supplier profile is active and approved, process the payment in BUY.IU using the [Payment to Research Participant check request form](#). Attach the completed Payee Certification to the check request form as substantiation documentation.

NOTE: Before uploading the Payee Certification, consider the study’s confidentiality requirements. If confidentiality is critical, select “No” option in the Substantiation Documentation section instead of uploading the form.

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Payee instructions for completing this form

1. Review the Study Details section and ensure it accurately reflects the study you are participating in. Discuss any discrepancies with your IU department contact.
2. Complete the Payee Details section of the form with your information.
3. Sign the form using a digital signature. If you do not have a digital signature, print the form, sign and date it, then scan and save the image.
4. Return the completed form to your IU department contact. Your IU department contact will process your payment after study participation is complete.

Please be aware that compensation for participation in research may be considered taxable income.

Jaggaer/BUY.IU supplier registration

This information applies to you if:

- **You will receive \$600 or more from Indiana University this calendar year, or**
- **You are an international person participating in a research study in the US.**

To receive payment from Indiana University, you must join IU's supplier network. This consists of creating an online profile in a system called Jaggaer/BUY.IU where you will provide your tax information, payment details, and more.

You may have already received a registration email from buyiu.noreply@iu.edu to begin the registration process. Please complete the process as soon as possible. Payment cannot be issued until your supplier registration is complete and your profile is approved.

If you have received a registration email and need assistance completing registration, or if you are an existing IU supplier and need help updating your supplier profile, contact the IU Supplier Data Management (SDM) team. Submit a [Support Form](#) and an Onboarding Consultant will assist you.

On the [Support Form](#), select the following options:

1. I currently work with Indiana University: **as a supplier**
2. I need help with: **Registration**
3. Choose a topic: **I need help completing my registration profile**

You can also reach an Onboarding Consultant during regular business hours by calling (812) 855-6101.



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Study Details

Name of study

Date(s) of study participation

IU IRB number (if applicable)

Visit type (optional)

Principal Investigator

Supplier number (if available)

Payment amount (US Dollars)

Payee Details

Payee First Name

Payee Last Name

Payee Phone Number

Payee Email Address

Payee Address Line 1

Payee Address Line 2

Payee Address Line 3

By signing this form, I, _____, attest and/or agree to the following:

- For cumulative payments *under* \$600: Payment will be issued to me as a physical check and mailed to the address listed in my Jaggaer/BUY.IU supplier profile.
- For cumulative payments **over** \$600 or international payees: Payment will be issued to me using payment and tax information in my Jaggaer/BUY.IU supplier profile and cannot be processed until supplier registration is complete. I will complete the supplier registration process. If I have an existing supplier profile, I will ensure the information is current.
- The information stated in the Payment Details section above accurately reflects the research study I engaged in in exchange for the payment amount stated.

Payee Signature

Date of Signature