**Towson University**

**Human Subjects Incentive Acknowledgement Form**

**Participant Contact Information:**

Full Name:

Mailing Address:

City State Zip Code

**Employee ID #, student ID # or Social Security Number (only if TU ID # not available)**

***Is Payee or beneficiary of the payment a U.S. Citizen or Permanent Resident Alien? Yes  No***

***If no, then contact the NRA Tax Office at*** [***nratax@towson.edu***](mailto:nratax@towson.edu)***; 410-704-5269.***

Amount Paid:

Payment Method: Cash: \_\_\_\_ Gift card: \_\_\_\_ (gift card #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

Check: \_\_\_\_ **(Check will be mailed to the address provided above, or via direct deposit if participant is a TU employee)**

**Participant Signature Date**

**Are you a Towson University Employee**? If Yes-Please certify the following:

1. My participation in this research is completely voluntary
2. My participation in this research is unrelated to my normal work duties.
3. I am participating in this research on my own time (outside of my normal work hours, during a break period, or through approved use of leave time).

**Employee Participant Signature Date**

**Departmental Contact Information:**

PI Name: Department:

IRB Protocol #:

**ATTACH** this form to the completed Miscellaneous Expense Voucher. If a Working Fund Advance was requested to support this research, submit forms to Business Travel & Working Fund Office. All other vouchers and documents for direct payments should be submitted to Accounts Payable.

**DO NOT EMAIL THIS FORM!**

**Do NOT retain a copy of this page.**