Title: **Participant Incentives**	**SOP**

SCOPE
Applies to all OB/GYN department divisions.

PURPOSE
Clarifying the process of purchasing participant incentives/gift cards and how to handle excess participant incentives at the end of a project.

PROCEDURES
To compensate for research participation, non-cash incentives, such as gift cards, are provided to research participants. When a participant incentive is purchased original transaction details must be kept with the gift cards and documented (vendor, date, denomination, and document number). Although, a research index has a specific budget for research incentives, it is not necessary to purchase all at once simply because the index has the funds. It is appropriate to buy incentives that can be used in a 3 month timeframe and buy more when needed. All gift cards must be purchased with pcard or purchase order. UNM will not reimburse individuals for purchasing incentives.

 If not all the incentives are needed, whether during the project or after, there are two options.

1. "Sell" unused incentives to another ObGyn project that can utilize them. This can be accomplished by having the research coordinator reach out to other departmental divisions and asking if there is a need for the incentives to be used on another division's project. Email HSC-OB-Purchasing@salud.unm.edu to request a JV to move/sell the incentives from the research index to the other "buying" project. Please include the original transaction details.
   a. Note the "buying" project will need the original transaction details and the JV# that was used to sell to their project. This information should be kept with the gift cards or other form of incentive.

2. If another project does not have need for the unused incentives email HSC-OB-Purchasing@salud.unm.edu to request assistance. Unused gift cards will likely be utilized to make a purchase as if the gift card was a PCard and is allowable per Policy 4000. The result will still be a JV to move the incentive out of your project index but the "buying" side would be an unrestricted index and appropriate account code (e.g. 3100: Office Supplies). The original transaction details will need to be provided.
   a. When this option is used email HSC-OB-Purchasing@salud.unm.edu the receipt showing the use of the gift card(s).

REFERENCES
UNM Policy 2480: Incentives for Program Participants

https://policy.unm.edu/university-policies/2000/2480.html

APPROVAL

Prepared by: Administration_____

Approval: Sarah Martinez_____   _____
                  Department Administrator   Date

SOP # / Version #	Effective Date	Supersedes	Review Date	Summary of Change(s)