

The Nuts and Bolts of Running Experiments with Vanderbilt Funds

All forms mentioned below can be found on the Faculty Resources Page. You will need to log in.

Econ: <https://as.vanderbilt.edu/economics/faculty-resources/>

MHS: <https://www.vanderbilt.edu/mhs/faculty-resources/>

BEFORE STARTING/DISCLAIMER

- Please always make an appointment to speak with ET in person before proceeding with an experiment. Policies change and every situation is different. Do not assume that what was OK last time is still OK.

IRB

- Nothing can happen until you have IRB approval.

PAYMENTS

- NO payments of any kind can be made using personal funds. This includes cash payments, as well as the purchase of gift cards or PayPal. Use a OneCard. **There are no exceptions to this policy.**
- PayPal can be used only if you have applied for and been granted a OneCard by the University. PayPal payments cannot be reimbursed.
- All payments (including PayPal) require a Cash Advance/Gift Card Request form. A cash advance can be requested, via the Cash Advance/Gift Card request form, if cash is to be used. If using PayPal, choose the “gift card” option and do not proceed until you receive approval. Cash advances do not require a OneCard.
- Amazon’s Mechanical Turk can be used if it works for your experiment. Again, a OneCard is necessary—personal funds cannot be used.

- Gift Cards can be purchased using a Vanderbilt-issued One Card once approval has been given via the Cash Advance/Gift Card Request form. Debit cards are ordered through the Payment Card Office, and there is a fee for each card.
- Please note: The OneCard requires considerable work on your end at least once a month to appropriately allocate each payment and upload the Tax Tracking form (see below) and in some cases, a receipt for each payment into Oracle. You will need to do this yourself, although staff delegates can assist you. It can take more than a month to get approved for and trained on the use of a OneCard. It is not a last-minute thing.

SUBJECT PARTICIPATION RECEIPTS

- Information must be collected for ALL participants, regardless of method of payment. There is now ONE receipt for all amounts (located on the Faculty Resources page). You must submit receipts with your expense report for all payments of \$75 and above. For payments of less than \$75, you do not need to submit the receipts. However, ALL receipts must be sent (in PDF format) to April to retain for our records in case a question is ever raised.
- You will also need to complete the Tax Tracking Form, which is a spreadsheet with a line for each participant. Use the Subject Participation Receipts to collect the information required for the Tax Tracking Form. Submit the tax tracking form with your expense report. There must be a Subject Participation Form for each entry on the Tax Tracking Form.
- International students cannot be paid via PayPal, cash, or gift cards. They can only be paid for subject participation through Vanderbilt procurement. This payment can take up to 45 business days.
- All payments \$300 and up must go through the Vanderbilt procurement system as well. This means that the participant will have to register as a supplier.

FORMS and POLICIES

- Cash Advance/Gift Card Request Form:
https://as.vanderbilt.edu/econ/secure/resources/Cash_Advance_Gift_Card_Request_Form-1.pdf
- Subject Participation Form for all payments:
<https://as.vanderbilt.edu/economics/wp-content/uploads/sites/9/2021/12/Subject-Participation-Receipt.pdf>

- Tax Tracking Form: <https://as.vanderbilt.edu/econ/secure/facultyresources.php#HumanSubjects>
- Human Subjects Participation Payment Policy: https://as.vanderbilt.edu/econ/secure/_resources/Human_Subject_Participation_Payment_Policy_8-19.pdf
- Gift Card Policy: https://as.vanderbilt.edu/econ/secure/_resources/Gift_Card_Policy.pdf