

**ORSP RESEARCH INCENTIVE PAYMENT
REQUEST FORM**

MISSION INSTRUCTIONS: Once all approvals are obtained, submit form to orsp@csueastbay.edu one month prior to purchase/distribution. Please refer to the **Guidance for Providing Research Incentive Payments for requirements and restrictions**

Requestor's Name: _____

Project Title: _____

IRB Approval Number: _____ **Number of Incentives:** _____ **Amount for Each Incentive:** _____

Are recipients current CSUEB Students? ___ Yes ___ No **Are recipients current CSU Employees?** ___ Yes ___ No

*** Note that Principal Investigators (PI's) have the option to provide or not provide research incentive payments to research participants. For optional payments to current CSUEB students, a credit to their student account will be provided as incentive payments. For optional payments to Non-CSU Employees, gift cards will be provided as incentive payments. Current CSU Employees are NOT permitted to receive incentive payments.**

Start/End Dates of Incentives Distribution: _____

Additional Details (purpose, how purchased, method of distribution, timeline, etc.): _____

pages, including this form: _____ Attach additional documentation to this form if needed.

PREPARER INFORMATION			
Name of Preparer	Department		
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>		
Phone	Email	Date	
<input style="width: 25%;" type="text"/>	<input style="width: 45%;" type="text"/>	<input style="width: 25%;" type="text"/>	
Chartfield			
<input style="width: 100%;" type="text"/>			
Account - Fund - Dept ID - Program - Project - Class			
Is payment covered by a research grant? <input type="checkbox"/> Yes <input type="checkbox"/> No			
DEPARTMENT APPROVAL			
Principal Investigator Name	Signature	Date	
<input style="width: 35%;" type="text"/>	<input style="width: 35%;" type="text"/>	<input style="width: 25%;" type="text"/>	
ORSP APPROVAL			
ORSP Approver Name	Signature	Date	
<input style="width: 35%;" type="text"/>	<input style="width: 35%;" type="text"/>	<input style="width: 25%;" type="text"/>	