

 INSTITUTIONAL REVIEW BOARD ADMINISTRATION	OIA-316 WORKSHEET: Payments		
	NUMBER	DATE	PAGE
	OIA-316	09/06/2023	1 of 1

The purpose of this worksheet is to provide support for the convened IRB or designated reviewers when evaluating payments to subjects or their legally authorized representatives. This worksheet, or equivalent, is to be used. It does not have to be completed or retained.

1 Requirements for Payments (Check if "Yes." All must be checked)

<input type="checkbox"/>	All payments are described in the consent document including: (Check if "Yes." All must be checked)
<input type="checkbox"/>	Amount
<input type="checkbox"/>	Method ¹
<input type="checkbox"/>	Timing of disbursement
<input type="checkbox"/>	Payment to study subjects is prorated and is not contingent upon the subject completing the entire study. (If not checked, one of the following must be checked)
<input type="checkbox"/>	The study involves a single visit of less than four hours or a single procedure completed in one day.
<input type="checkbox"/>	Continuation in the study will not result in pain, discomfort, significant inconvenience or include procedures that involve greater than <u>minimal risk</u> . ²
<input type="checkbox"/>	The amount of payment and the proposed method and timing of disbursement is neither coercive nor unduly influential. ³
<input type="checkbox"/>	Any amount paid as a bonus for completion is reasonable and not so large as to unduly induce subjects to stay in the study when they would otherwise have withdrawn.
<input type="checkbox"/>	Compensation does not include a coupon good for a discount on the purchase price of the product once it has been approved.
<input type="checkbox"/>	Compensation is not provided in the form of a raffle, drawing, or lottery when conducted by individuals in California, unless there is a way for individuals who elect not to participate in the study, or who withdraw from the study, to also enter the raffle, drawing, or lottery.

¹ Preferred payment method is as described here: [Human Subject Compensation - Disbursements \(ucsd.edu\)](https://www.ucsd.edu/irb/human-subject-compensation-disbursements). Other methods are acceptable.

² [OHRP Guidance: Informed Consent FAQs](#) recommends that payment should be prorated for the time of participation rather than delayed until study completion when the study is of considerable duration or involves multiple interactions or interventions. [FDA Guidance \(Information Sheet: Payments and Reimbursement to Research Subjects\)](#) states the amount and timing of payment shouldn't unduly influence subjects into remaining in the study when they would otherwise have withdrawn.

³ Coercion is rare. Examples include an inmate whose care and treatment might be compromised for refusing participation or a patient may participate in a study run by his or her physician because of the fear or reality that care is contingent on participation. Examples of undue influence include an offer one cannot refuse, a controlling and irresistible influence, and influence strong enough to compel someone to participate against their interests. (NIH presentation, [Ethical and practical considerations of paying research participants](#)).