Carnegie Mellon University Finance Division

be editable.

Accounts Payable Human Subject Participant Form

ap-payform@andrew.cmu.edu.

Updated by Accounts Payable: 04.29.2024

Purpose: The purpose of this form is to obtain funds to issue human subject cash payments or to pay a human subject directly. This form is required for payments greater than \$250 USD to human subjects. Attach a copy of the certification of Institutional Review Board (IRB) approval letter to this form. Please redact all sensitive or confidential information prior to submitting the IRB Approval letter.

Note: CMU will issue the recipient's payment via Electronic Funds Transfer (EFT). The recipient must provide their banking information by submitting a completed Accounts Payable Supplier Electronic Funds Transfer Form [.pdf].

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Please select t	ne appropriate button	below to indicate if t	the payee is a participa	ant or principal investion	gator. You will be taker	i to the appropriate f	orm.		
			Participant	Princip	al Investigator				
			Payee Informat	ion (All Fields Requ	ired)				
First Name:			Last Name:			_			
Address:				City:	State:	Zip Cod	e:		
Phone Number	er:	Email:			Andrew ID (if ap	plicable):			
Date:	Payee S	Signature:			Is the recipient a U	S Citizen/ US Taxin	g Resident?		
Note: If yes, a be attached.	a Form W-9 [.pdf] m	ust be attached. If r	no, the <u>Foreign Natio</u>	onal Information Fol	rm for Non-Employe	es [.pdf] and Form	W-8BEN [.pdf] must		
Check Dist	tribution Options (s								
Note: Addres	s is required for pay	ee							
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By signing this form	as the approver, you agree	that you have reviewed the	e information on the form and	d confirm the accuracy of the	form, as well as the IRB study	number and the IRB appr	oval letter as provided.		
Department Approver's Name and Title				Signature		Dat	e		
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Carnegie Mellon University Finance Division

Accounts Payable Human Subject Principal Investigator Form

Purpose: The purpose of this form is to obtain funds to issue human subject cash payments or to pay a human subject directly. This form is required for payments greater than \$250 USD to human subjects. Attach a copy of the certification of Institutional Review Board (IRB) approval letter to this form. Please redact all sensitive or confidential information prior to submitting the IRB Approval letter.

Note: CMU will issue the recipient's payment via Electronic Funds Transfer (EFT). The recipient must provide their banking information by submitting a completed Accounts Payable Supplier Electronic Funds Transfer Form [.pdf].

Please select the	appropriate button	below to indicate if the	e payee is a participan	t or principal investig	ator. You will be redire	cted to the correct for	orm.
			Participant	Princip	al Investigator		
			Payee Information	n (All Fields Requ	ired)		
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Is this for a M	echanical Turk rein	nbursement?					
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y signing this form as	s the approver, you agree t	that you have reviewed the i	ntormation on the form and c	ontirm the accuracy of the f	form, as well as the IRB study	number and the IRB appr	oval letter as provided.
Opportment Ass	orovor's Nama and	Titlo		Signature			Date
Department Ap	prover's Name and	riue		Signature	lated by Acco	ta Davah	

Carnegie Mellon UniversityFinance Division

Accounts Payable Human Subject Principal Investigator Form

Principal Investigator Signature Date

*Note: For Accounts Payable processing purposes, once the Principal Investigator signature field is completed, the form will lock and no longer be editable.

Submit completed form and certification of IRB review letter to Accounts Payable at ap-payform@andrew.cmu.edu.

Updated by Accounts Payable: 04.29.2024