

Human Subjects Matrix

Total Payment	Approval Required	Payment Request	Money Distribution	Documentation must include	Account Code
Less than \$1,000	Department Chair	Check - payable to the Principal Investigator or Cash - make check request payable to JPMorgan Chase. Please include money denominations needed. Currency is available at the Cashier's Office.	Department	Protocol # and brief description	12160 - if names are unknown. This is the advance account that must be cleared when the process is completed. Please provide date(s) of survey.
				Protocol # and brief description, list of survey participants*	71300 - if names are known and are part of the payment request.
Above \$1,000 and less than \$2,500	Dean's Office	Check - payable to the Principal Investigator or Cash - make check request payable to JPMorgan Chase. Please include money denominations needed. Currency is available at the Cashier's Office.	Department	Protocol # and brief description	12160 - if names are unknown. This is the advance account that must be cleared when the process is completed. Please provide date(s) of survey.
				Protocol # and brief description, list of survey participants*	71300 - if names are known and are part of the payment request.
Above \$2,500	Dean's Office	Cash only - make check request payable to JPMorgan Chase. Please include money denominations needed. Currency is available at the Cashier's Office.	Cashier's Office & department representative (staff, graduate student or faculty). Both areas coordinate to stuff and seal envelopes at the Cashier's Office, as well as sign off on required documents upon completion of the stuffing process. Department representative may be asked to deliver envelopes to the mailbox or postmaster together with the Cashier's Office.	Protocol # and brief description	12160 - if names are unknown. This is the advance account that must be cleared when the process is completed.
				Protocol # and brief description, list of survey participants*	71300 - if names are known and are part of the payment request.

* If the survey is confidential, please provide a group name that identifies the respondents targeted. In those situations, the individual list of names must be kept by the department and a list that provides control #'s instead of names should be provided.

** Account code 12160 must be cleared once the process is complete. Use the Clearing Form (non-travel) to record the necessary information and clear the advance.