

---

# Clinical Research Enterprise (CRE)

## Standard Operating Procedure for Participant Stipends & Reimbursements

---

**SOP #:** 3.08

**Version:** 1.0

**Author(s):** Patrick Frazier

**Approval:** Approved By

**Date**

1.1.19

2.13.19

Revision History:	Version	Effective Date	Description

---

### Purpose

The purpose of this SOP is to explain the process for reporting completed study visits as well as subject stipends/reimbursements and items for invoice.

---

### References

- 
- 

### Scope

This SOP applies to all members of the CRE staff.

---

### Allowable Exceptions

Not Applicable

---

#### I. Introduction

- After every completed study visit, a CRE Study Reimbursement Form should be completed and emailed to the Clinical Trial Manager.
- Study reimbursements only apply to what is outlined in the contract and consent form. If a staff member is unsure of study reimbursements covered by the sponsor, ask the Research Nurse Manager.

#### II. Reimbursement turn-around time

- Participants should be told reimbursements will occur monthly. Therefore, when submitting for reimbursement, complete and forward the Study Reimbursement Form to the Clinical Trial Manager or designee as soon as possible. Do not hold reimbursement paperwork.

---

#### III. Obtaining participant's W9 Form

---

- a. All participants identified as receiving study reimbursements are to complete the W-9 form by signing/dating the form and returning the form to the Study Coordinator in order to receive reimbursements. Please ensure the most current version of the W9 form is used.
- b. The Study Coordinator is responsible for giving the W9 form to the Clinical Trial Manager

**IV. Requesting a supplier number via Oracle**

- a. Upon receipt of the W-9 form, the Program Manager or designee will add the participant as a new supplier in Oracle.
- b. Once the supplier number is obtained, the Program Manager or designee maintains this number for future reference.
- c. If a participant changes their address, a new W-9 form needs to be completed to obtain a new supplier #.

**V. Completing the Study Reimbursement Form**

- a. The Study Coordinator is responsible for completing the Study Reimbursement Form.
- b. Make sure all fields across the top are complete and write in which study is to be reimbursed.
- c. Complete the box ensuring you identify stipend and/or mileage and any applicable items for invoice.
- d. Provide all supporting documentation including the mileage via MapQuest. Please submit this with each Study Reimbursement Form.

**VI. Participant Receive Reimbursement via UAB Check**

- a. Payments are usually dispersed within 1-2 weeks of entering the payment request into Oracle.

---

**Training**

Not Applicable