

# Human Subject Cash Advance Form

*Current UHSRC approval letter must be submitted with this form*

Investigator/Researcher \_\_\_\_\_ EID# \_\_\_\_\_  
Department/School \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

I prefer that the advance is direct deposited into my account providing there are no outstanding advance reconciliations or unsubmitted expenses over 30 days in Concur. Yes \_\_\_ No \_\_\_.

Anticipated completion date of the cash advance (must be within 60 days of today's date)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Month Date Year

Title of Research: \_\_\_\_\_

Fund/Org/Acct: \_\_\_\_\_

Number of Research Subjects: \_\_\_\_\_

Amount Paid to Each Research Subject: \_\_\_\_\_ (must be \$50 or less)

Total amount of this advance: \_\_\_\_\_ (Allow 5 Business Days for Processing)

The purpose of this advance is to obtain money to pay research **SUBJECTS** for their participation in a research study.

In the event that I do not return the advance and/or properly account for the use of the funds within 60 days, the University may hold me *personally* responsible for the repayment of those funds. If necessary the remaining amount of the funds advance will be deducted from my University Payroll according to applicable State and Federal regulations. It is understood that I am unable to obtain another advance until this advance has been cleared.

In the event that I terminate my employment at Eastern Michigan University, I agree to repay any portion of the cash advance outstanding at the time of my termination. It is at the University's discretion as to whether the amount will be deducted from my final paycheck or paid via personal check or money order.

I certify that this is a true statement of research related expenses incurred for official University business in accordance with University policies/procedures.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Reporting Authority

\_\_\_\_\_  
Date

\_\_\_\_\_  
Grants Accounting (if applicable)

\_\_\_\_\_  
Date