



HRP-316 | 12/1/2025

## WORKSHEET: Payments

The purpose of this worksheet is to provide support for the convened IRB or Designated/Staff Reviewers when evaluating payments to subjects or their Legally Authorized Representatives.<sup>i</sup>

### 1. Requirements for Payments<sup>ii</sup> (Check if "Yes". All must be checked)

- All payments are described in the protocol including: (Check if "Yes". All must be checked)
  - Amount
  - Method
  - Reason/purpose (e.g., their time, inconvenience, discomfort, or some other consideration)
  - Timing of disbursement
- Credit for payment accrues as the study progresses.
- Payment is not contingent upon completing the entire study.
- The amount of payment and the proposed method and timing of disbursement is neither coercive nor presented undue influence.
- 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is reasonable and not so large as to unduly induce subjects to stay in the study when they would otherwise have withdrawn and is evaluated in context of any reimbursement or compensation payment included in the study.
- All information concerning payment, including the amount and schedule of payments, is in the informed consent document.
- Compensation does not include a coupon good for a discount on the purchase price of the product once it has been approved.

<sup>i</sup> This document satisfies AAHRPP elements II.3.C-II.3.C.1, III.1.E.

<sup>ii</sup> FDA Information Sheet, "Guidance for Institutional Review Boards and Clinical Investigators, Payment and Reimbursement to Research Subjects" January 2018.