Subject fee payments to study participants can be made by prepaid visa cards or cash.

Please note that Subject Fee payments can only be made as an incentive to participate in the study and for travel expense reimbursement to study participants. Supporting documents for the travel expense reimbursements are the responsibility of the Project Holder and must be archived with the research documents.

Pick-up locations   
*(Please indicate pick-up location on Subject Fee Advance Request form)*

Main campus researchers only:

* Funds available for pick up at the University Calgary Bookstore

Foothills Campus researchers:

* Funds available for pick up at the Medical Bookstore

Please complete the Subject Fees Advance Form located under the *Subject Fees for Clinical Research* section under the Forms page (see link below) on the Finance website.  
The minimum prepaid visa card value is $10.00 and the **maximum amount of advance is $2,000.00**.

<http://www.ucalgary.ca/finance/finance-forms#quickset-field_collection_quicktabs_3>

**Please email the completed form to** [**finance@ucalgary.ca**](mailto:finance@ucalgary.ca)**.**

Please ensure the following information is completed:

* Chartfield coding for the project. (Please note that a separate activity code must be set up for Subject Fee Advances. If you do not have one, a code will be set up for you.)
* Indicate the payment amount(s) per participant per visit. If the amount paid to a participant is greater than $50 per visit, the ethics certificate number (REB xx-xxxx) must be provided.
* Estimated date the payments will be distributed by – not more than 2 months from date of request.
* Authorized signature has been obtained.
* **The individual making the pickup must be named on the form and must show their UCID at the time of pickup.**

Research Accounting will review the Subject Fee Advance form for compliance and Eligibility and if approved, will provide a reference number and advise when the prepaid visa cards/cash will be available for pick up at the bookstore. Please allow a minimum of 5 business days for the review process.

**NOTE:** **The Subject Fee Distribution Declaration Form must be submitted to Research Accounting** ([finance@ucalgary.ca](mailto:finance@ucalgary.ca)) **once the funds have been distributed. Subsequent subject fee advances can be requested when the previous advance has been reconciled.**

Please contact [finance@ucalgary.ca](mailto:finance@ucalgary.ca%20) or (403) 210-9300 if you have additional questions.