Participant Incentives: Gift Cards - Grants

Definitions

Participant Incentives: Incentive payments to volunteers participating in a grant-supported project or program are allowable. Participant Incentives are payments made to individuals to motivate them to take advantage of grant-supported services. They are only allowable if within the scope of an approved project.

Participant Support: Are direct costs for items such as stipends, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with conferences, training, or research projects.

Kean ORSP Policy Guideline: SP02

Participant incentives are used in university research to encourage participation and acknowledge the effort of research participants.

Considerations for Incentives

- **Ethical Guidelines:** Ensure the incentives are not coercive and comply with Institutional Review Board (IRB) regulations.
- **Cultural Appropriateness:** Tailor incentives to the cultural norms of the target population.
- **Budget:** Select incentives that align with the funding available for the study.

Here are some common examples of participant incentives:

Monetary Incentives

Gift Cards: Gift cards to popular retailers or online stores like Amazon, Target, Starbucks, Visa gift cards or the campus bookstore.

- See gift card authorization and purchasing instructions below.

Faculty Payments:

- Testing new intervention in the classroom

Non-Monetary Incentives

Merchandise: University-branded items such as t-shirts, mugs, or tote bags.

Event Tickets: Free or discounted tickets to campus events, concerts, or sports games.

Food and Beverages: Providing snacks, meals, or coffee during in-person studies.

Gift Card Authorization Information

Please follow these steps to purchase gift cards.

Process for purchasing Visa cash cards or popular retailers.

1. **Authorization Form:**
    - Complete the gift card authorization form for VPR's approval.
    - Retain a copy of the emailed approval for procurement purposes.
2. **Request for Purchase:**
    - Email the approved authorization form and your request to purchase gift cards to:
        - Jennifer Strahan (jestraha@kean.edu) AND
        - Yelena Khaytin (ykhaytin@exchange.kean.edu)
        - Copy Judy Pavese (jpavese@exchange.kean.edu)
            - Your department's support staff will be responsible for placing the order.
3. **Amazon Business Account:**
    - Ensure the purchase is made using your departmental Amazon Business account once procurement grants final approval.

Note: The purchase must not be made through ESM.

Process for purchasing gift cards at the campus bookstore.

1. **Authorization Form:**
    - Complete the gift card authorization form for VPR's approval.
    - Retain a copy of the emailed approval for budget reconciliation purposes.
2. **Enter purchase order in ESM**
        - Submit a copy of the approved ORSP gift card authorization form when creating the purchase order