KEAN

WORLD-CLASS EDUCATION

Participant Incentives: Gift Cards - Grants

Office of Research and Sponsored Program

Participant Incentives

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

- What are **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.

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 on the next slide.

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 Sue's approval.
- Retain a copy of the emailed approval for procurement purposes.

AUTHORIZATION FOR THE PURCHASE OF GIFT CARDS/GIFT CERTIFICATES

Instructions for Completing the Gift Card Authorization Form

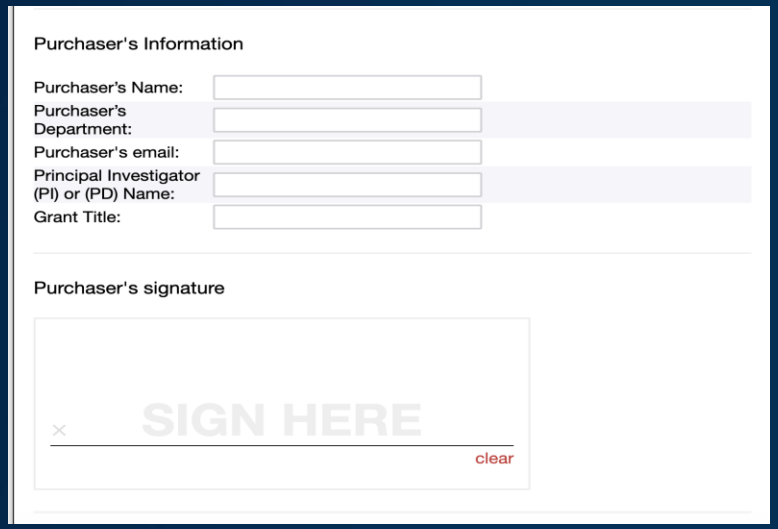
1. This form must be completed and receive approval before purchasing any gift cards/gift certificates.

2. Attach Approved Form to ESM Requests and Reimbursements: If you are submitting an ESM request or reimbursement, include a copy of the approved authorization form. Requests without the form will be rejected.

3. For Credit Card Purchases: If you're using a university Wells Fargo credit card to buy gift cards, a copy of the completed Authorization Form must be included with the credit card statement reconciliation.

4. An authorized signature is required before purchasing gift cards or gift certificates. This form will be automatically submitted for approval. The approval or denial will be sent to the requester via email, with an expected processing time of two days.

5. Maintain Records: Keep the completed Authorization Form(s) along with the Gift Card Log in your department, following the policy guidelines.



Purchaser's Information

Purchaser's Name:

Purchaser's Department:

Purchaser's email:

Principal Investigator (PI) or (PD) Name:

Grant Title:

Purchaser's signature

× SIGN HERE

clear

The gift card authorization form will bring you to a Qualtrics Survey.
Fill out the purchaser's information and sign below.

Purchase Information

**Note: Prepaid Visa/MC/Amex cards typically include activation fees. Please include this with your costs.

Vendor Name (Entity from which Cards are to be purchased):	
Qty:	
Cost per Unit/Card:	
Total Amount:	
Est. Date of Purchase:	
Month/Year of Disbursement:	

Description of Intended Use of Cards (e.g., drawing, incentive or prize, student recognition):

Intended Payment Method

- ○ Kean Credit Card
- ○ Employee Reimbursement
- ○ Purchase Order

Cost Center to be Charged:

Fund	
Cost Center	
Object Code	

An authorized signature is required before purchasing gift cards or gift certificates. This form will be automatically submitted for approval. The approval or denial will be sent to the purchaser via email, with an expected processing time of two days.

Office of Research and Sponsored Programs (ORSP):

VP of Research Signature/ Grant Administrator Signature:
Print Name:
Date:
Approve:
Deny:

Next, input information regarding where you would like your gift cards to be purchased from, the number of cards you need, the amount you would like each gift card to have, the date of purchase, and when you plan to disburse the gift cards. Under, you will explain what the gift cards are to be used for and the payment method you will be using. Lastly, input the Cost Center that is going to be charged for this purchase. The ORSP office will sign the form if approved and you will receive it back shortly.

Gift Card Authorization Information Continued…

2. Request for Purchase:

- Email the approved authorization form and your request to purchase gift cards to:
- Jennifer Strahan (jestraha@kean.edu)
- Yelena Khaytin (ykhaytin@exchange.kean.edu)
- Copy Judy Pavese (jpavese@exchange.kean.edu)
- Your department support 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 VP of Research approval.
- Retain a copy of the emailed approval for procurement purposes.

2.Enter purchase order in ESM

- Submit a copy of the approved ORSP gift card authorization form when creating the purchase order

For any questions, please feel free to contact at:

Email: postaward@kean.edu

ORSP staff are available
Monday – Friday
9:00am-5:00pm
Thank You!

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