Purpose: The purpose of this procedure (SOP) is to provide implantation guidelines for the University of Tennessee Gift Card Policy (include a link to the policy)

Abbreviations

<table>
<thead>
<tr>
<th>Current CON Personnel</th>
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<td>Associate Dean for Research (ADR): Dr. Lyn Hardy</td>
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<td>Director, Research Administration: TBD</td>
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<td>OAR Administrative Specialist: Diane Carr</td>
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Introduction: The use of gift cards as incentives or awards for externally funded sponsored project participants must be described in the grant proposal.

- All requests for gift card purchase must have Institutional Review Board approval prior to the purchase
- If the gift card was not described in the grant proposal, the purchase of a gift card on a sponsored project requires prior written approval from the sponsor.
  All Purchases for gift cards MUST be Pre-Approved by the Chief Business Office

I. Gift Card Purchasing Procedure

1. PI contacts the CON OAR Administrative Specialist
   a. conresearch@utk.edu
2. Administrative Specialist provides forms to the PI, if necessary
3. PI Completes all forms and returns them to Administrative Specialist in the ORA
4. ORA then routes forms to CBO for approval
5. PI will be notified by the ORA once request is approved
6. PI purchases gift cards via petty cash or after picking up the check
   a. Checks must be picked up by the faculty investigator
7. PI provides Administrative Specialist all receipts from the gift card purchase and the tracking log
8. Any un-used gift cars are to be returned to the ORA

NOTE ***** Sponsored projects CANNOT be charged for unused gift cards

II. Paying for Gift Cards

1. Gift cards may be purchased by a researcher and reimbursed through petty cash.
   a. ORA requires a minimum of 2 weeks for turnaround
   b. The PI is allowed to purchase gift card, using the petty cash process, only after CBO approval is provided.
2. Gift cards may be purchased with an invoice through the request of a check
   a. ORA requires a minimum of 5 weeks for turnaround

NOTE *** Procurement cards CANNOT be used for the purchasing of gift cards.
III. Forms Required for Approval

- PI Gift Card Policy Adherence Attestation
- Gift Cart Request Form (FI0313)
- If requesting a check in advance: use the T29 form
- UTK College of Nursing Gift Card Tracking Participant Log
Use of Gift Cards for your Sponsored Project

Externally Funded Sponsored Project

Was the use of gift cards as incentives or awards described in the grant proposal?

Yes

Have you obtained written approval from Internal Review Board (IRB)?

Yes

Do you have your informed consent form?

Yes

Did you provide the Fiscal Policy FI0313 request form and a copy of approved IRB to the Office of Research Administration?

Yes

Provide Gift Card Request Form and a copy of your Approved IRB to ORA

No

Provide Informed consent form

No

Obtain written approval from IRB

Yes

Obtain written approval from the sponsor for the use of gift cards?

Yes

Have you submitted and received approval by providing a descriptive narrative, Protocol or Publication to the IRB about the use of gift cards in your study?

Yes

The document MUST specify gift cards to be used as incentives

No

Provide Gift Card Request Form and a copy of your Approved IRB to ORA

No

Obtain written approval from the sponsor for the use of gift cards

No

Did you provide the Fiscal Policy FI0313 request form and a copy of approved IRB to the Office of Research Administration?

Yes

Have you submitted and received approval by providing a descriptive narrative, Protocol or Publication to the IRB about the use of gift cards in your study?

No

The document MUST specify gift cards to be used as incentives

No

Provide Gift Card Request Form and a copy of your Approved IRB to ORA

No

Internally Funded Sponsored Project or Department Research Not Funded by Outside

Have you submitted and received approval by providing a descriptive narrative, Protocol or Publication to the IRB about the use of gift cards in your study?

Yes

Did you provide the Fiscal Policy FI0313 request form and a copy of approved IRB to the Office of Research Administration?

Yes

Have you obtained written approval from the sponsor for the use of gift cards?

Yes

Obtain written approval from the sponsor for the use of gift cards

No

Obtain written approval from the sponsor for the use of gift cards

No

Did you provide the Fiscal Policy FI0313 request form and a copy of approved IRB to the Office of Research Administration?

No

Provide Gift Card Request Form and a copy of your Approved IRB to ORA

No

You may purchase gift cards after all forms are submitted to CBO and written approval has been received

http://policy.tennessee.edu/fiscal_policy/ff0313/