Study Participant Payments
Gift Card Request Form Instructions

The Study Participant Payments Gift Card Request Form is used when requesting gift cards from the Gift Card System.

Step 1: Complete all fields on the Gift Card Request Form.
      All fields are required.

Step 2: To avoid processing delays:

- **Include the following Attachments:**

	Research Consent Form (including the study number)
	Payment Information Page from the grant/award showing allowable payment information
	Any supplemental information needed to substantiate payment and amount
	Analytics printout showing the activity in the project Expenditure Type(Object) 7062

- **Required Approvals:**

	The Principal Investigator (PI) and the Department Administrator (or Designee) signatures are required and must be two different people.
	Clearly print/type the names of the PI and the Department Administrator (or Designee) in the appropriate fields and include the date.

Step 3: Review all documentation and upload into the Gift Card System.

Email questions to
FS-WF-Giftcards@umaryland.edu

If you need to speak with someone, call Damon West at 410-706-1485.