RESEARCH PARTICIPANT PAYMENT FUNDS

Research Participant Payment Funds (RPPF) are used for participant payments (time, travel, or meals) for human subject participation in clinical trials and/or research projects. RPPFs are established through the Office of the Controller and monitored by the Office of the Controller and RSPH office of Reimbursements and Payables (RAP).

FORMS

Controller forms can be found on the Emory Financial website:
https://finance.emory.edu/home/accounting_svc/accounting_services_forms/index.html

RSPH Custodian Change Request form can be found on pages 12-13 of this packet.

COMPASS GUIDE

Step by step instructions for RPPFs can be found on the COMPASS training website:
COMPASS online reference guide

Research Participant Payment Funds (RPPF)
RESEARCH PARTICIPANT PAYMENT FUNDS (RPPF)
Establishing a New Fund
Requesting RPPF Funds
Replenishing Funds
Requesting an RPPF Increase
Closing an RPPF
Changing an RPPF SmartKey
Reducing RPPF Limits
Checking the Status of Your Request

NOTE: there are a few procedures that are specific to RSPH. Please use the following information in conjunction with the COMPASS training guide
HELP-RSPH additions

Establish a new fund

- See Guide - Establishing a New Fund for step by step instructions
- See example form (page
- Operating Unit and Business Unit approval is obtained from RAP office. Email form to rburke@emory.edu.
- This DOES NOT generate the first check. Must request initial funds. See Requesting RPPF funds for step by step instructions.

Custodian Change request

- Processed internally with RSPH-RAP
- See form (page
- Email form to rburke@emory.edu.

Closing RPPF

- See Guide - Closing a RPPF for step by step instructions

If there are any payments to participants that have not been replenished, please follow the instructions under the Replenishment of Funds Disbursed section above. All payments to participants must be replenished before a RPPF can be closed.

- RAP will submit all deposits for any remaining cash and uncashed checks to close out a RPPF account. We will need the following:
  1. Remaining cash and/or uncashed checks
  2. Copy of your RPPF payment Fund form OR a copy of your RPPF approval form
     On the form:
     Write CLOSEOUT on top of form
     Highlight the SK where the deposit should be posted
     Write amount of deposit
     Write your name and email address
  3. RAP will deposit the funds to the identified grant SmartKey, account code 11330
  d. RAP will email you a copy of the deposit slip once it is received from the Bursar’s office.

- Once the deposit has been posted in Compass, account 11330 should be zero for the grant study. This process lets the Controller’s office know that the RPPF is no longer active.