**Gift Cards – Research Study Participants**

**Overview:** Gift cards for Research Participant payments should have prior approval from Employee Travel & Reimbursement prior to purchasing. Once the gift cards have been approved and purchased for study participants, the charges should be cleared in Concur through a Non-Travel expense report and expensed to 622500 – Experimental Subject/Blood Donors using the steps outlined below. For questions related to the approval of gift cards for research participants, please reach out to ET&R.

**Submitting Back up Documentation**

Please note: Any required backup documentation, including Protected Health Information (PHI) for research participant gift cards, must be submitted to ET&R. PHI includes the IRB Personal Data Disclosure Form or the Research Participant Verification Form. Documentation can be submitted to ET&R using either of the following methods for secure transmission of the data:

- Saved to your departments folder on the Protected Data Network. If your department does not have a designated folder, please coordinate with ET&R directly.
- Stored via Strong Box – Please coordinate with ET&R directly.

Any approvals obtained for exceptions to collecting PHI should be included with back up documentation.

---

**Experimental Subject/Blood Donors — 622500**

**Step 1**

*From the Expense tab, select the appropriate corporate card transaction or select the 622500 – Exp Subject/Blood Donors.*

---

Please note: Gift cards purchased for research participants contain PHI (Protected Health Information). Therefore, only the items listed on the following page should be included in the expense report.
Step 2

From the New Expense window, provide the required information as outlined below.

- The transaction date is pre-populated for corporate card charges.
- Provide the business purpose supporting the gift card purchase.
- The vendor name is pre-populated for corporate card charges.
- Provide the city of purchase. This is not a required field, but may be pre-populated for corporate card charges.
- Provide the approved protocol #. To obtain the approved protocol number, reach out to your Grant Administrator or PI for the study.
- The payment type is corporate card and is the preferred payment type for 622500.
- The amount pre-populates for corporate card charges.
- Confirm the appropriate recipient information has been faxed to ET&R or is stored on the protected data network.

**Please note:** This box MUST be checked for the expense report to be processed.

- Provide the location of the back-up documentation in the comments. The folder name is required if stored on the protected data network. The Report Key (can be found in the Report Header section of your expense report) should be included in the file name. Also include the total number of gift cards purchased.

Questions? Visit Contact Information at concur.duke.edu or email Concur-ExpenseSupport@duke.edu.
Step 3

Once all information is entered and the receipt/proof of purchase supporting the gift cards is attached, select Save and continue processing the expense report.
 Additional Information and Links

- E-Gift card purchases should include the receipt of purchase when clearing in an expense report. Screen captures or other verification showing the recipients email address should be redacted if included in the expense report. The email verification (with the participants email address visible) should be included as part of the backup documentation when faxing it to ET&R or storing on the Protected Data Network.

- Duke’s Office of Information Technology (OIT) and the University’s IT Security Office (ITSO) established the **Protected Data Network** as a resource for storage and analysis of sensitive research data. The network is separated virtually from the general Duke network, has more extensive security protections, and access is limited. For information on obtaining a Protected Data Network folder for your department, please reach out to ET&R.

- For additional guidance regarding what is considered Protected Health Information (PHI), please view the following links:
  - [HIPAA](#)
  - [Duke HR Protected Health Information](#)

- For additional guidance on Processing Payments to Research Participants, please review GAP 200.420 located [here](#).