

Policy on Provision of Gift Cards to Anonymous Participants of Studies

In unique and specific instances where the use of gift cards is required to allow the study participant to remain anonymous, an exception to the University Gift Card Reporting can be requested. This exception is required as the participants are anonymous and could also include students or employees of the University who are otherwise excluded from receiving gift cards. This will only be approved when the requirement of confidential responses is a key component of the study and other methods would limit the response and value of the study.

To request approval to issue the award(s), the appropriate budget authority will first send an email to Grants at grants@easternct.edu to request approval of the use of grant funds. Once approval from Grants has been established, the budget authority will then email the Provost and copy their administrative assistant.

Include the following information:

- 1) The need for the response to be anonymous
- 2) The purpose of the award
- 3) The name and department of the employee requesting the exception
- 4) The Banner Index for funding
- 5) The individual amount of the award
- 6) The number of awards to be made and total value requested

You will receive notification of approval or denial of your request from the Office of the Provost.

Once you have received approval you will need to purchase and maintain a list of the gift cards purchased and their award to participants. Your approved expenditure for gift cards will be refunded to you by submitting a request for reimbursement form to Accounts Payable <https://www.easternct.edu/fiscal-affairs/documents/ap-travel-sabo/apdirectpayrequest.doc>. If you require an advance to purchase the gift cards, you will need to request a cash advance and send it to the Provost for approval. Once approved the request will be submitted to AP for processing.

Because the study requires anonymous participants, each card should be recorded indicating the date issued and the individual awarding the gift card to the participant.

Your Anonymous Gift Card Form must the following information:

- 1) A copy of the approval notification
- 2) The date the card was awarded to the participant
- 3) The name of the individual who awarded the card to the participant
- 4) The signature of the individual who awarded the card

At the completion of the study the Anonymous Gift Card Form must be submitted to the Provost, as well as copy their administrative assistant and the University Controller. No study will be considered complete without submission of the Anonymous Gift Card Form.