

 <p><b>UNIVERSITY OF Cincinnati</b></p> <p><b>Category:</b> CoM- Office of Clinical Research (OCR)</p> <p><b>Applicable for:</b> CoM Clinical Research Professional Faculty and Staff</p>	<p><b>COLLEGE OF MEDICINE</b> Operating Procedure/Guideline</p> <p><b>Greenphire ClinCard Participant Compensation and Reimbursement System for Industry Sponsored Research Managed by UC Health</b></p> <p><b>Effective Date: 06/01/2023</b></p> <p><b>Prior Effective Date: 06/01/2023</b></p>	<p><b>Document Owner:</b> CoM Office of Clinical Research Compliance Administrator</p> <p><b>Responsible Office(s):</b> CoM Office of Clinical Research</p> <p><b>Disseminated:</b> Office of Clinical Research 06/01/2023</p>
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### **Background**

This document details the procedures for the use of Greenphire ClinCard Participant Compensation and Reimbursement System for industry sponsored research managed by UC Health, that began prior to 7/1/2021. This is a system-wide standard operating procedure that applies to clinical research conducted in the facilities of UC Health, University of Cincinnati, affiliated facilities, and to all University of Cincinnati Clinical Research Professional Staff and contractors that conduct clinical research in

Federally funded or certain investigator-initiated studies as well as clinical trials initiated at UC after 7/1/21 are administered by the University of Cincinnati (UC) in a separate proprietary Greenphire account managed by the UC office of Sponsored Research Services (SRS).

### **Guidelines**

This SOP addresses the use of the Greenphire ClinCard System for compensation and reimbursement for participation in a human subject research study with a clinical trial agreement executed at UC Health prior to 7/1/2021.

### **Definitions:**

**Greenphire ClinCard system:** An online financial solution that automates subject reimbursements and payments for participation in human subject research.

**Compensation:** For the purposes of this SOP, money awarded to a study participant for time and participation in a human subject research study.

**Reimbursement:** For the purposes of this SOP, money repaid to the participant of a human subject research study to cover expenses or money already spent on travel, meals etc.

### **Process**

- For industry sponsored research contracts executed by UC Health prior to 07/01/2021, the administration of Greenphire accounts is maintained by the Office of Clinical Research (OCR) for the life of the contract..
- The University of Cincinnati Office of Sponsored Research Services (UC SRS) has a separate iteration of Greenphire that initially dealt subject reimbursements and payments for federally funded studies and most investigator-initiated studies, separately from the OCR's management of Greenphire for industry

sponsored research. Submissions and other UC SRS inquiries are made at [GreenphireClinCard@ucmail.uc.edu](mailto:GreenphireClinCard@ucmail.uc.edu).

- As of 07/01/2021, all new contract submissions are made to and managed by UC SRS regardless of the funding source.
  - For studies requiring participant payment, the preferred method is by debit card via the Greenphire ClinCard System. The OCR manages the administration of the Greenphire system for all UC Health studies with contracts that were initiated prior to 07/01/2021, with the following exceptions:
    - A sponsor or CRO prefers to pay directly through Greenphire (Not through the OCR) and initiates their own Greenphire account. The study site/team should be aware of this sponsor/CRO account and must notify the OCR to prevent duplicate Greenphire accounts for the same study.
    - It is decided by the sponsor/CRO, and study site/team/PI and department that subjects will receive payment by other methods not managed by the OCR or Greenphire ClinCard system.
      - If a method of subject compensation other than The Greenphire ClinCard system debit card is used, the Principal Investigator is responsible for tracking and reporting participant compensation to the UC Health accounting department.
- The Office of Clinical Research is responsible for Greenphire study creation, account administration, and distributing and maintaining the ClinCard debit cards.
  - Departments will notify the Office of Clinical Research that they are starting a new study by completing the online [Greenphire Request Form](#).
    - The Office of Clinical Research will create the study account in Greenphire and ensure the researchers, system users and payment authorizers have been trained on the Greenphire ClinCard System.
    - Study teams are responsible for designating study roles. Research coordinators will have privileges to register and request payment for study participants. A business manager, Executive Director of Business and Administration (EDBA) or designee will have privileges to authorize the payments.
    - The OCR will manage Greenphire accounts and generate login credentials for users.
  - Departments will order the desired amount of debit cards for the study. Arrangements for card distribution will be made between the research department and the OCR.
    - The departments will use the allotment of debit cards per study needs and request more, if needed, using the online request form.
    - Research departments will be invoiced for the cost of the cards and any disbursements made to them.
    - An email receipt will be sent to the study team once the card order has been processed.
- The Principal Investigator or study team designee is responsible for ensuring that research participants who shall receive payment, complete and sign a W9 form, and keep accurate records of all fully executed W9 forms. The Principal Investigator or study team designee must also ensure that UC Health Accounts

Payable receives the original copies of the fully executed W9 forms.

- At the end of the tax year, the OCR will provide the accounting department a report from Greenphire containing total compensation received by study participants. The accounting department is responsible for ensuring proper tax documents are obtained from study teams for participants who are compensated the amount that warrants taxation according to federal law. The accounting department will be responsible for communicating with study teams which participant W-9 forms are required. 1099 forms will then be issued to participants owing tax on their earnings.

### **Related Links**

- [UC Health Study Action Form for the Greenphire ClinCard System](#)
- [Greenphire Study Information Spreadsheet](#)

### **Key Words**

- Greenphire
- Payment
- Reimbursement
- Debit card
- Compensation

### **References / Citations**

- UC Human Research Protection Program Policy II.05: Payment to Participants in Human Subject Research