**Guidelines for Study Survey Incentive Payments**

Payments to individuals who participate in a research study are allowable incentives and chargeable to sponsored research awards. The guidelines provided herein apply when sponsored research awards include incentive payments to subjects for participation in surveys.

**Survey Tools**

To minimize risk of online survey forms abuse and misappropriation of funds, the below survey tools managed on secure platforms at Stanford are highly recommended:

1. Qualtrics:

Qualtrics is a secure web-based tool for creating and conducting online surveys supported by University IT, available at the below link.

<https://uit.stanford.edu/service/survey>

1. REDCap:

REDCap is a secure web platform for building and managing online databases and surveys managed by Research IT in the School of Medicine, available at the below link.

<https://redcap.stanford.edu/>

If you opt to use other online survey tools hosted by external providers, it is highly recommended that you request University Privacy Office (UPO) review. This will help ensure that the survey mechanisms are secure, to minimize the risk of fraudulent survey claims.

The UPO website is available at the below link.

<https://privacy.stanford.edu/>

Generally, losses from misuse of survey forms may not be recoverable from the providers or survey candidates and will have to be borne by the researchers’ operating funds.

**Best Practices for Survey Incentive Payments Gift CardsReview/Reconciliation**

* All charges must be allowable, allocable, reasonable, and included in the approved grant budget. Subject payments may be offered in the form of gift cards purchased using standard procurement methods. Gift cards must be tracked by serial number.
* A survey list and gift card disbursement spreadsheet that contains participant ID #, date of survey/enrollment, gift card serial number, and dates of gift cards disbursed to participants, must be maintained on an ongoing basis.
* A reconciliation of completed surveys and distributed gift cards must be performed to ensure no duplication of payments or duplicate surveys.
* Any undistributed gift cards will be automatically tracked through this spreadsheet and will be used to distribute to future participants on the project.
* Any undistributed gift cards must be credited back to the award and charged to a departmental/PI non-sponsored account.