JOHN MOLSON SCHOOL OF BUSINESS

Guidelines for Subject Fees

Definition of Terms

Subject Fees: Incentives or other compensation given in exchange for participation in a research study.

Lotteries: A random selection of one of more individuals from among all participants to receive a cash award or other compensation in exchange for their participation in a research study.

Subject Fees
Any researcher wishing to use subject fees may obtain a cash advance of up to 50% of the anticipated total if this amount is equal to or exceeds $500 (@ $5/participant). To obtain the cash advance the researcher must fill out a Cheque Requisition (make sure to keep a copy of this) and submit it to the Associate Dean, Research and Research Programs Office for approval. With proof of subject payment (fully signed and dated documents) the remainder of the subject fees can be claimed on an expense report (include the copy of the cheque requisition) and submitted to the Associate Dean, Research and Research Programs Office for approval.

Allowable Amounts
$5.00 per subject is suggested and has been approved. Larger payments or if the fees are to be paid in installments over an extended period of time, require prior approval of the Associate Dean, Research and Research Programs depending upon the circumstances (i.e., time commitment, type of tasks performed, etc.) but there may be tax implications. The researcher should contact the Office of the Research Funds in Financial Services to verify Procedures.

Lotteries
The use of lotteries raises potential tax and other legislative implications. As well, researchers need to assure the University, in detail, that fair and unbiased procedures are to be followed, that informed consent will be obtained, and that all participants are free to discontinue without penalty. Further, researchers will need to demonstrate that all participants are informed of the results. Failure to comply with all these details may complicate approval from both Financial Services and the Human Research Ethics Committee. It is for this reason that the use of lotteries is discouraged. Researchers may wish to consider incentives such as the use of Quebec lottery tickets, gift cards or subject fees.

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