

**East Carolina University**  
**Financial Services / Disbursements team**  
**Paying Research Participants, Department/Study SOP**  
**Greenphire**

Greenphire is the preferred method of payment for a research participant. If there is a reason why Greenphire cannot be used to make participant payment, a Greenphire exception will have to be granted. REDE approves/denies all Greenphire exceptions. An explanation of the Greenphire and Greenphire exception process is located on the Greenphire webpage, which is part of Accounts Payable.

<https://financialservices.ecu.edu/greenphire/>

Per University PRR [REG07.35.04 Research Participant Payments](#)

“The Greenphire ClinCard System is the approved mechanism for monetary compensation of participants in research studies conducted at ECU. All new and existing studies issuing research participant payments are required to use this payment method unless an exception is requested and approved. Anonymous questionnaires or surveys that offer incentives of \$50 dollars or less are generally exempted from the Greenphire process; however, an exception request is still required. At times, due to the research protocol, an alternative remuneration methodology may be required. Under these circumstances permission to utilize another payment method other than the ClinCard method, will require approval by the Vice Chancellor, Division of Research, Economic Development and Engagement at ECU, or their designee.

The standard operating practices, which are available on the Greenphire website, provide details on the exception process, tax reporting requirements and procedures for accessing and using the Greenphire ClinCard System.”

**If not utilizing Greenphire, the following is how to pay a research participant stipend**

Relevant Information

[ECU Supplier Management webpage](#)

[Accounts Payable webpage](#)

[Payroll webpage](#)

[Stipend FAQ's](#)

Forms

[Contractual Payment Request Form](#)

[Direct Pay form](#)

[Check Disposition form](#)

Steps for paying a research participant not utilizing Greenphire:

1. Determine if stipend is considered 1099 reportable or W-2 reportable, based on services rendered.
2. Create a Banner ID # For All Research Participant Payments not Utilizing Greenphire
3. Determine method of payment (Contractual Services Payment Request (CSPR) or Direct Pay (DP))
4. Obtain all required approvals
5. Submit to Accounts Payable, or Payroll, based on the outcome of step #1 above

**Step #1 - Determine if stipend is considered 1099 reportable or W-2 reportable, based on services rendered:**

A stipend is defined as a fixed, regular sum paid as a salary or allowance. This is considered taxable income to recipient. Recipients will receive a 1099 or W-2 in the calendar year that services were rendered. The determination on which tax form to use for reporting is based on numerous factors and should be completed before services are rendered. Financial Services will assist in making the determination on which form to use, if needed. Departments are strongly encouraged to vet payments well beforehand to ensure Financial Services, the Department and the recipient are all aware of how payment will be made.

Below is a list of some of the questions that need to be asked to make the proper determination on how to pay individual. This is not a complete list, as questions are determined based on relationship between ECU and the recipient.

- Detailed description of duties.
- Was this individual an ECU employee in the same calendar year?
- Is participant a research subject or acting as a consultant on research?
- If the person is a consultant, does individual perform similar duties to other clients?
- Where will services be performed?
- Will services affect an ECU student's grade?

*Research participants will generally have their payments reported via IRS form 1099, however the evaluation noted above is necessary to ensure that the details of the relationship do not require additional withholding and/or reporting.*

**Step #2 - Create a Banner ID # For All Research Participant Payments not Utilizing Greenphire:**

If you received an exception from paying participants through Greenphire, and the recipient is expected to receive total payments of \$100 or more, or will be receiving multiple payments, in the same calendar year, the recipient will have to provide their SSN # and have a Banner ID # created. Below is the link to the ECU Supplier Management webpage that provides instructions to request a supplier/Banner ID number for a research participant. Each research participant not paid through Greenphire will need a separate request in PORT. If the participant is unable to

use/access PORT, the Manual Vendor Process (see below link) will need to be used. ECU Supplier Management will send the department the manual Vendor ID form, a blank W-9, and a blank W8BEN form. The participant will send back to ECU Supplier Management a complete manual Vendor ID form, and either a W9 or W8BEN, whichever is appropriate.

If a participant would like to be paid via ACH, they will need to be set up in the TSM (Total Supplier Manager) portal. Note: Recipients being paid via payroll are not required to be set up via TSM. TSM eliminates paper, ensures ECU is compliant with Federal and State regulations and guidelines, and allows ECU to offer ACH (direct deposit) payments to suppliers/vendors. Recipients/vendors can set up their name, address, etc.... information, including bank routing and account # if they would like to receive their payments via ACH via the TSM portal. Each recipient/vendor will be sent an email invite, by ECU Supplier Management, to complete their vendor profile in TSM. Note: Active employees cannot access TSM. Students will be set up in TSM only if they are requesting payment via ACH. The recipient/vendor will create a unique user ID and password to access their profile. TSM is the only location where a recipient/vendor can set up their banking information. If recipient/vendor is to be paid via domestic or foreign wire, that information is not housed in TSM – see section on wire processing.

[Instructions to Request a Supplier/Banner ID Number](#)

[Vendor Registration-Manual Process SOP](#)

**Step #3 - Determine method of payment (Contractual Services Payment Request (CSPR), Direct Pay (DP) or travel form):**

If you receive a Greenphire exception, the other ways to pay a participant are via a CSPR, DP or travel form. A CSPR form should be used when paying a participant for their “work/participation”. A DP form should be used if having to process a non-travel reimbursement. Travel reimbursements are processed via Chrome River or the manual travel form. CSPR, DP, and manual travel forms should be sent to Accounts Payable department email (accountspayable@ecu.edu). Any backup documentation, regarding the determination on how to pay, should be included when sent to Accounts Payable.

If a payment has been vetted in advance (by Financial Services), and it has been determined to be paid and/or reported via payroll, the department should make a comment on CSPR, DP or travel forms that payment was determined to be paid and/or reported via Payroll and affix any backup documentation regarding the vetting process.

Accounts Payable will review all forms, even those being paid and/or reported via Payroll, to be sure all fields are completed, and that all appropriate signatures are obtained. Accounts Payable will forward the forms being paid and/or reported via payroll.

Payment will be made AFTER the last date of services rendered.

For those payments being processed via AP, AP will mail all checks unless requested otherwise. If department would like to pick up a stipend payment, please affix a completed Check Disposition form to each CSPR or DP form (a link to Check Disposition form is under Forms on page 1). AP will NOT release payments to recipients in person.

#### **Step #4:**

AP will vet all approvals to ensure they are complete. Delegate signatures are acceptable. AP will also accept approvals via email. This documentation should be included as backup.

##### Required approvals for a CSPR form:

Payee signature  
Chair/Department Head  
Vice Chancellor  
Funding source

##### Required approvals for a DP form:

Payee signature  
Department  
Division/Dean  
Funding source

#### **Step #5:**

All completed/approved forms should be sent to the Accounts Payable department email box (accountspayable@ecu.edu), see relevant information above.

#### **Wire payments**

Greenphire debit card payments cannot be made to participant in a foreign country. As with any other regular payment, a CSPR or DP form will still need to be completed, approved and sent to AP. Paying a vendor via domestic or foreign wire requires additional documentation. This information can be emailed to [accountspayable@ecu.edu](mailto:accountspayable@ecu.edu). For security reason, we ask that you please encrypt any emails containing banking information. Instructions on how to encrypt an email are linked below.

- [How to send an encrypted email](#)

Domestic wire – there are no additional fees to ECU for domestic wires (please note that recipients may be subject to wire-related charges by their financial institution).

- Beneficiary/Recipient name
- Payment Information for Beneficiary (what are we paying form, i.e.; stipend for services dated mm/dd/yy, etc.)
- Beneficiary/Recipient Bank name
- Beneficiary/Recipient Bank routing number
- Beneficiary/Recipient Bank account number

Foreign wire – there is a \$25 fee for these wires. AP will charge the FOAP noted on the payment form for this fee. Please note that recipients may also be subject to wire-related charges by their financial institution.

- Beneficiary/Recipient name
- Beneficiary/Recipient address
- Payment Information for Beneficiary (what are we paying form, i.e.; stipend for services dated mm/dd/yy, etc.)
- Are funds to be sent in US dollars or foreign currency?
- Beneficiary/Recipient Bank name
- Beneficiary/Recipient Bank address
- Beneficiary/Recipient Bank routing number or SWIFT code
- Beneficiary/Recipient Bank account number