

**Business Office
Email:** **CHS-Business-Orders@uky.edu**

**Link:** [**https://www.uky.edu/chs/ofa/online-order-forms**](https://www.uky.edu/chs/ofa/online-order-forms)

How To Complete a Research Subject Payment Process

* + - 1. When working on your research project, please have the participant fill out the top part of the form legibly and completely- name, address, email and signature.



* + - 1. The Staff or PI must fill in the account number (not the name of the account).
			2. The PI/fiscally responsible account holder signs the research subject payment form as the Principal Investigator.
			3. Ensure the form is filled out accurately and completely before submitting electronically to the Business Office.
			4. If the payment is over $100 or if the participant will receive more than $100 cumulative in a year from 1 or multiple studies, they must register thru Payment Works to become a vendor in the UK system. This is required in order to receive payment for participating. To register in Payment Works, the lab can send an invitation email or the lab can request an email be sent from your department administrative assistant (AA) or your financial analyst. (If the payment(s) in one fiscal year will be under $100 this is not required.)



* + - 1. Please scan your payment form (AA’s can help with this) and attach it in the online order system. Here is the URL for the link to enter an order form- <https://www.uky.edu/chs/ofa/online-order-forms>.  You can log in with your log in for myUK.
			2. The Vendor is ‘Research Subject Payment” and will self-populate once one has been submitted. Any box with an

asterisk is required.

* + - 1. Scroll down –quantity - 1 – only 1 research subject payment per order.
			2. Scroll down and choose the correct department and cost center and check the box “This is the primary account for this order.”
			3. In the Item description box, type the name of the Research Subject and be sure that the Business Purpose includes the name of the study.
			4. The Submitter can check the order history page in order to follow up on the process of the order.

**University Business Procedure:** <https://www.uky.edu/ufs/sites/www.uky.edu.ufs/files/bpm/E-9.pdf>