

TANGO GIFT CARD RESEARCH SUBJECT PAYMENTS

We will be issuing Tango Gift Cards as participant study compensation starting immediately for all new IRB studies. If you are still offering payments on a current study, we will provide digital Amazon gift cards until that study is over.

Tango is a virtual gift card provider giving recipients over 1500 vendors to select from to use their gift card payment- including Amazon.

Your participant will receive a virtual gift card from NU/Tango and they can use the dollar amount with any retailer combination they want. For example, if they have \$40 to use, they can split it \$20 for Uber Eats and \$20 for Kohl's. Or they can select any number of retailers until the full \$40 is spent. They can use that same link in the original NU/Tango e-mail multiple times until they spend it all & it never expires. I attached the participant procedure details, for reference.

Requests are exactly the same way you currently do them through me for \$100 or less per person.

You would put 'Tango gift cards' on your IRB application as the payment method for your participant compensation. Grant and non-sponsored funding are allowable for Tango payments.

You'll need to inform your participants up front that they will be getting an e-mail from Northwestern University/Tango to open a virtual gift card to choose the vendors they want to shop from. We don't want them to think it's a fishing attempt, as approval lead times may vary. Tango is their first point of contact for issues. Ask them to check their junk mail before contacting Tango for missing gift card notifications. If Tango cannot assist them, please send them to me and I will reach out to the NU Procurement office. It is incredibly important that they give you (& in turn, you give me) their correct primary e-mail address to receive the payment.

As a reminder, the following is required prior to you conducting studies and requesting participant payments:

- An approved IRB document review, including exempt approvals, in Adobe PDF. Example attached.

- An excel spread sheet including 6 columns: IRB#, Subject Name, E-mail Address, Survey Date, Affiliation with NU (such as 'student' or 'not affiliated with NU'), and the Dollar Amount. Example attached.

Please send in your requests weekly on a brand new excel spreadsheet (not a Google link) & don't add new participants to an existing excel sheet- it should only list new payment requests. Please do not wait until the end of the month or end of the study to send in a request. The subject line should include your IRB STU#. Please do not wait until the end of the month or end of the study to send in a request.

Please note, using personal funds for reimbursement for participant study payments is unallowable, per NU policy.

