

**College of Arts & Humanities
Research Incentive Log**

PI: _____ **Project #** _____

	Print Name or Subject Number*	UCF Emp Y/N	Amount	Recipient Signature	Date Received	Disbursed By (Initials)
1	_____	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____	_____
4	_____	_____	_____	_____	_____	_____
5	_____	_____	_____	_____	_____	_____
6	_____	_____	_____	_____	_____	_____
7	_____	_____	_____	_____	_____	_____
8	_____	_____	_____	_____	_____	_____
9	_____	_____	_____	_____	_____	_____
10	_____	_____	_____	_____	_____	_____
11	_____	_____	_____	_____	_____	_____
12	_____	_____	_____	_____	_____	_____
13	_____	_____	_____	_____	_____	_____
14	_____	_____	_____	_____	_____	_____
15	_____	_____	_____	_____	_____	_____
16	_____	_____	_____	_____	_____	_____
17	_____	_____	_____	_____	_____	_____
18	_____	_____	_____	_____	_____	_____
19	_____	_____	_____	_____	_____	_____
20	_____	_____	_____	_____	_____	_____

Total Disbursement _____ **Circle one:** Gift cards / Cash

- 1) Use additional logs as needed, forms found at: <http://www.research.cah.ucf.edu/resources.php>
- 2) The PI is responsible for the safe keeping and documentation of research incentives.
- 3) Log documentation must be returned to the CAH Research Office for processing and reconciliation.
- 4) Unused incentives must be returned to the CAH Research Office and can not be charged to the project.
- 5) Notify CAH Research with UCF employee name, ID, and incentive amount for W-2 reporting.
- 6) W-9s required from non-employee individuals earning cumulative research incentives of \$600 or more.

* When confidentiality is required, codes may be used in lieu of participants' names and signatures. The PI must retain the code list for auditing purposes according the approved IRB documentation.