

Subject: New payment card program for compensation of research subjects

Dear Colleagues,

This is a follow up from the IRB perspective to the recent emails you may have received from the Columbia University PayCard Team announcing the upcoming change in the provider of PayCards that are issued to research participants to reimburse or compensate them for their participation in research. You may reach out to the P-Card Team directly at paycardteam@columbia.edu, if you have not received these emails.

Although this change will not require reconsenting of enrolled research subjects, subjects who have previously been informed through a consent process that they will receive a Bank of America PayCard should be informed of the transition to a new payment card that will be provided by U.S Bank.

The HRPO has prepared a letter that can be used by research teams to inform participants. This letter (see attached) can be used for a) notification to already enrolled research participants, and b) for new participants for a limited time until you have had an opportunity to revise the consent form. Submission of this form to the IRB is not required, however, you should document in your study records that you have distributed this form to participants.

This letter will also be posted on the Protocol and Consent Form Resources page of the Human Research Protection Office website: <https://research.columbia.edu/irb-protocol-resources>.

Note that a guidance document from the HRPO about available methods of payments to compensate research participants, with corresponding consent form language, is expected to be released in September 2023.

If you have any questions, please contact us at irboffice@columbia.edu.

Thank you,

Laurence Butaud-Rebbaa

Director IRB Management