

List the recipients of gift cards or participant incentives below.

**Research Account #**  
**Amount of Advance**

# of recipients	Name	Amount
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
Total Disbursed		
Total Remaining		

Faculty Member Name

Date

*Please save a copy for your files and email to [researchfinance@nipissingu.ca](mailto:researchfinance@nipissingu.ca)*

When conducting research, it is sometimes necessary to issue incentives in the form of small payments or gift cards to encourage participation in research activities.

## Names and Privacy

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To adhere to the Tri-Agency's principles, names of the recipients are required. That said, if participant names must be kept confidential, you may construct your own coding system to protect the identity of the recipients. Keep in mind that if a Tri-Agency audit should occur, you will be required to produce the list of names to the Tri-Agency.

There are two types of payments in this category: cash and gift cards.

## Cash Advance

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- Requested with a [Cash Advance Request Form](#)
- Payable to faculty member
- Faculty member is responsible for tracking payments to recipients
- **Account:**
  - Recorded in a general advance account
  - When list is provided of recipients, the expense will be charged to the research account provided
- **Process:** Submit a [Cash Advance Request Form](#) to receive the advance; submit the first page of this form to [researchfinance@nipissingu.ca](mailto:researchfinance@nipissingu.ca), once the payments have been handed out. (Note: For cash advances used for other purposes, e.g., travel, please use the [Cash Advance Reconciliation Form](#) instead of this form.)

## Gift Cards

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- Purchased by faculty member with a Nipissing University Purchasing Card (P-Card)
- Faculty member is responsible for tracking gift cards handed out to recipients
- **Account:**
  - If names are provided at the time of purchase, the expense will be recorded in the research account provided
  - If names are not provided at the time of purchase, the expense will be recorded in the general advance account; when list is provided of recipients, the expense will be charged to the research account provided
- **Process:** Submit the form on the first page to [researchfinance@nipissingu.ca](mailto:researchfinance@nipissingu.ca) once the gift cards have been handed out.