UNIVERSITY of MARYLAND
BALTIMORE

ADMINISTRATION AND FINANCE

Required Documentation for Research Study Participant Payment Requests

The NONPO Invoice function in Quantum Financials is used to request a check for study participant payments. The check can be made payable directly to the study participant or when study participants are paid in cash or gift cards, the check can be made payable to a designated person from the department.

Step 1: Create a NONPO Invoice in Quantum Financials.

Step 2: To avoid processing delays deliver the following documentation to Working Fund. The payment request cannot be processed until Working Fund receives the documentation.

	Printout of the Invoice Header Page from Quantum Financials
	Research Study Participant Payment Request Principal Investigator (PI) Authorization
	Research Consent Form (including the study number)
	Payment Information Page from the grant/award showing allowable payment information
	Any supplemental information needed to substantiate payment and amount – e.g. mileage payments
	Quantum Analytics printout showing the activity in the project Expenditure Type 7062

Step 3: Refer to Financial Services Standard Operating Procedure No. 3706, Section II – Sources of Compensation for additional information.

Working Fund is located on the 13th floor of the Saratoga Building in Financial Services - Disbursements.

Email questions to FS-Workingfund@umaryland.edu

If you need to speak with someone, call Damon West at 410-706-1485.