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## Questions, Comments, Suggestion?

If you have questions, comments or have a suggestion about how we can improve our human research protection program (HRPP) at UHCMC, send an email to: [clinicalresearch@uhhs.com](mailto:clinicalresearch@uhhs.com) or contact Carol Fedor, Clinical Research Manager at (216) 844-5524

## Contact Us

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## E-mail us!

## Gift Cards for Research Participant Stipends: CASE

Gift cards are a good method to acknowledge appreciation to research participants. It is often unclear as to how a research group can obtain the gift cards for their participants through a grant account. At Case Western Reserve University, research groups can obtain a check to obtain gift cards for their research participants by following the subsequent steps:

- 1) Ensure that the Vender (must be specific grocery store, department store, etc. including location) is registered with Case. If the selected location is not a Vendor, you will need to complete a Vendor form; please note that this may delay payment;
- 2) Submit a check request through People-Soft. The request must be accompanied by an explanation that the amount of money being requested is for participant stipends (It is suggested that you request enough cards for at least 2 months due to potential delays in check processing);
- 3) Follow-up with Accounts Payable (AP) in about 10 business days to obtain a check. The check must be picked up at AP; it will NOT be mailed to the PI or to the vendor. (Continue to follow-up about every 3 business days until the check is available for pickup);
- 4) A check may be taken to vendor specified and gift cards may be purchased; be sure to keep your receipt of purchased cards for your records;
- 5) Keep a log of the purchased gift cards for your records; document the identification number for cards purchased with a signature line next to each; and
- 6) Participants should sign next to the corresponding card identification number indicating that the payment was received.

*Many thanks to Denise Delperto Bedoya for providing user knowledge regarding this topic.*

## Gift Cards for Research Participant Stipends: UHCMC

The UHCMC Grants and Contracts Office is in the process of developing a method to obtain gift cards for UHCMC managed grant accounts. An update will be provided as soon as possible.

## Partial Waivers of Consent and HIPAA Authorization

As established by the Common Rule and Privacy Rule, written informed consent and HIPAA authorization are required prior to the collection of information for research purposes. In limited circumstances, a protocol may include pre-screening questions prior to determining whether an individual is eligible for the research study. This pre-screening may need to occur prior to the initial research visit when written informed consent and HIPAA Authorization are obtained.

In order to do this, the investigator should include a request for partial waiver of written informed consent (45 CFR 46.117c2) to allow use of the data collected for the purposes of determining eligibility. The protocol should detail that individuals will provide verbal consent or electronic consent for the pre-screening and indicate that, if the participant is eligible, written informed consent will be obtained during enrollment OR if the participant is ultimately not eligible, any participant specific data received will be destroyed.

The investigator should also request a partial waiver of HIPAA Authorization using the [HIPAA Waiver template](#) as a guide. In the request, the investigator should indicate that the PHI will be used for the purposes of determining eligibility. Once the participant is determined eligible, the participant will be asked to sign a HIPAA Authorization form, OR if the participant is ultimately not eligible, any participant specific PHI will be destroyed. An investigator must request partial waivers of written consent and HIPAA Authorization to obtain this information.