

# **Human Subject Incentive Program (HSIP) Update**

**RAN Meeting  
August 11, 2011**

# Agenda

A big thanks to our customers!

## HSIP Updates

- M-Pathways Upgrade
- Business Objects
- M-Turk
- HSIP Metrics

## Tips / Tricks

- Your HSIP Control Number – know it, use it, love it!
- How to handle missing subject payments
- HSIP website / E-mail distribution group
- Call us! We love to hear from our customers!

# HSIP Updates – M-Pathways Upgrade

- M-Pathways upgrade: HSIP system was offline from 5:00 PM Thursday, August 4 until 7:00 AM Tuesday, August 9.
- Update about the system functionality as of today.
- Thanks again to our customers for complying with our cutoff times.
- We are working to clear up any requests that were in-process at the time of the outage.
- Although we have completed our readiness testing, please let us know if you experience any issues when working in the HSIP system.

# HSIP – Business Objects

- The Human Subject Incentive Pymts universe (FN07) is now available.
- If access is needed, please work with your Unit Liaison to process an OARS request.
  - Request access to the Human Subj Incentive Pmt Data Set
- There is a new report tab within the Human Subject Incentive Expenses by Dept report.
  - The new tab indicates the name of the Requester, Approver and Custodian on each HSIP request.
- If you have developed any supplemental HSIP reports, feel free to share them with your colleagues.

# HSIP – Business Objects

## Training Resources

Location	Resource	Description
My LINC	Business Objects Courses <ul style="list-style-type: none"> <li>• <a href="#">BIE001</a></li> <li>• <a href="#">BIE003</a></li> </ul>	Learn how to use Business Objects to access the U-M Data Warehouse, run predefined reports, and create ad hoc queries.
	<a href="#">Business Objects webinars</a>	List of the <b>BITV webinars</b> on Business Objects, other U-M reporting tools, and more.

# HSIP – M-Turk

- We have customers who utilize the Mechanical Turk (M-Turk) online survey module for research.
- M-Turk payments should not be processed through HSIP, but rather by working with Accounts Payable.
- M-Turk payments are more appropriately considered third-party payments.
- When processing M-Turk payments, use the **615980** account code.

# HSIP – Metrics

## FY 2011

- HSIP processed 9,127 requests with a total dollar volume of nearly \$3.5 million in FY 2011.
- Given 250 HSIP working days in FY 2011, this means our staff of three processed 36+ requests per day.
- Since full implementation (November 1, 2010), HSIP has processed an average of nearly 41 requests per day.

# HSIP – Tips and Tricks

## Your HSIP Control Number

- The HSIP Control Number is unique to each individual HSIP request.
- Our office is most efficient in serving you when we have the correct HSIP Control Number on receipt documentation (including Cash Receipt Tickets), and in correspondence.
- If you use the receipt documentation contained in the HSIP system (also called the Subject Details Form), it will contain the corresponding Control Number. To prevent delays in processing your receipts, please do not reuse receipts from one HSIP Control Number for another.

# HSIP – Tips and Tricks

## Missing subject payments

- If you have a subject who claims they did not receive an incentive, please do not refer the subject to our office. We are only able to help resolve payment issues with the study team.
- Please do not process a new request to replace a potential missing payment – doing so will mean that for tax purposes, the subject has received an additional payment.
- The HSIP Office personnel have tools to confirm a payment was not received and can rectify the issue quickly and easily.
- If there is ever a doubt about whether a payment was received, **please contact our office first!**

# HSIP – Tips and Tricks

## HSIP Website / E-mail Distribution Group

- HSIP website - <http://www.finance.umich.edu/treasury/hsip>
- In order to access the website, you must be behind the University firewall. You may have to enter your unickname and Kerberos password to access the site.
- Join [HSIP.User.Group@umich.edu](mailto:HSIP.User.Group@umich.edu). The group can be accessed in the M-Community directory, and is self-maintained. You may join or leave the group at your convenience.
- The e-mail distribution group is the best way to get the most-recent information about HSIP.

# HSIP – Tips and Tricks

## Call Us!

- We are happy to consult with you about the various subject incentive payment options, the nuances of each, and how the various payment types might work for your research.
- We love to hear about the amazing research being conducted at the University, and doing so helps us think about ways we can make HSIP better for you!
- We make every effort to cross-train our staff so that you can ask anyone about the system, and that person will know how to address your question.

# Questions ?????



**THANK YOU!**

## **Human Subject Incentives Program Resources**

Website - <http://www.finance.umich.edu/treasury/hsip>

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