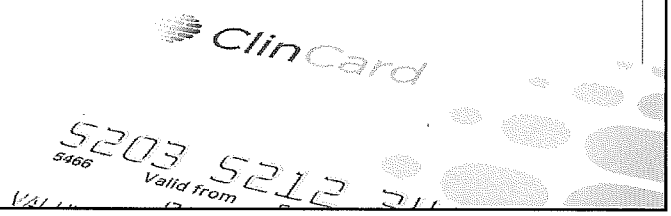
UNM ClinCard Payment Option

Research Administration Network

October 10, 2017 Meeting



What is ClinCard?

- The Greenphire ClinCard System is a compensation payment option for study participants at the University of New Mexico (UNM). This payment option involves real-time participant payment delivery, thereby, improving the participant's clinical trial experience and improving tax reporting.

ClinCard Benefits

- Benefits:
  - Security - Software system designed specifically to meet the confidentiality needs of clinical studies. Unlike cash or preloaded gift cards there is no monetary value on the card until processed by UNM employee.
  - Reduced burden for tax reporting – Software system tracks research studies and participants payment amounts each time a participant visits no all studies.
  - Alert capabilities – Software system tracks users, studies & appointments. Text and email alerts remind participant of upcoming appointments
  - Cost - Ideal for research studies where participants will be paid 3 or more times or for departments conducting numerous research studies.

Users in ClinCard

- Complete the Greenphire License Request Form
  - User license(s) are a one time fee of $760.00
  - User license is transferrable to another person for no additional fee
  - Submit Completed Form to email address on form

greenphire

Greenphire Reloadable Mastercard - Software License Request Form

Use this form to request the purchase of Greenphire licenses or to transfer existing licenses to another user for the Participant Incentive reloadable Mastercards/ClinCard system. Accounts Payable will process a Journal Voucher to charge your index for the licenses and notify the new user(s) with their login credentials.

Date: _____ Core Office License? Y N

Please indicate the Greenphire/ClinCard licenses you would like to purchase/transfer in the space below.

NetID	Name	Add	Remove

Total # of Licenses: _____ X $760 = $ _____

Requestor: _____ Orig: _____

Notes: _____

Index to be Charged: _____ Signature: _____

Upon completing this form, please scan & email to acctspay@unm.edu

*Important** Include in your email to acctspay@unm.edu the research studies needed for each license. New users cannot be set up without being added to one or more study.*

Questions? Email acctspay@unm.edu or call 277-2036

ACCOUNTS PAYABLE USE ONLY: Billed on JV# _____

ClinCards Card Fees

- Complete the Greenphire Reloadable MasterCard Request Form.
  - The card cost is $3.75 each
  - It will be charged to the appropriate index per the form
  - Email form to acctspay@unm.edu

greenphire

Greenphire Blank Reloadable Mastercard Request Form

Use this form to request the purchase of blank UNM Greenphire Reloadable Mastercards for Participant incentives. Accounts Payable will process a Journal Voucher to charge your index for your order and contact you when the cards are ready to be picked up. Upon our notification, your department contact can pick up your cards at the UNM Purchasing Department, UNM Business Center Suite 2600. UNM ID is required for pick up.

Date: _____

Please indicate the number of blank Greenphire Reloadable Mastercards you would like to purchase:

Number of cards needed: _____ X $3.75 = $ _____

Requestor Name: _____ Org: _____

Contact Phone: _____ Email: _____

Index to Charge: _____ Signature: _____

Upon completing this form, please scan & email to acctspay@unm.edu
Questions? Email acctspay@unm.edu or call 277-2036

ACCOUNTS PAYABLE USE ONLY: Billed on JV# _____

Subject Payments and Load fees

- Payments to subjects and load fees ($1.00 per load) will be charged to the appropriate index related to the study for each load

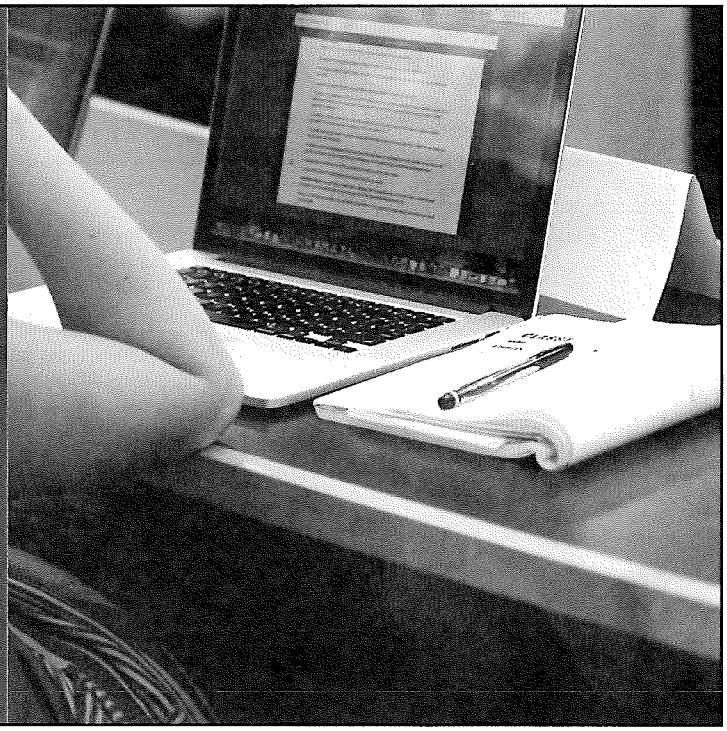
- Questions

PARTICIPANT SUPPORT & PARTICIPANT INCENTIVE

What is the difference?

Participant Support

- Uniform Guidance
- Who it includes
- Types of Costs
- Account Codes – 4660, 4661
- Examples



Participant Incentives

- NIH
- NSF
- Account Code – 4640
- Examples

Changes made to UNM Operating Ledger

4640	Participant Incentives Gen	Incentive payments to volunteers or patients participating in a grant-supported project, program, or research study. Incentive payments to individuals to motivate them to take advantage of grant-supported health care or other services.
4660	Participant Support Gen	Direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with conferences, or training projects. Not associated with services rendered.
4661	Participant Support - Foreign Natl	Direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of foreign national participants or trainees (but not employees) in connection with conferences, or training projects. Not associated with services rendered. UBPP 2180

The Difference is Important

- Audits concentrate on Participant Support
- Budget Revisions decreasing Participant Support require written approval

  §200.308(c)1(v)
- F&A – Indirect Costs

Questions

INTERGOVERNMENTAL AGREEMENT

THIS INTERGOVERNMENTAL AGREEMENT, [redacted] is entered into by and between the **State of New Mexico Public Education Department (PED)**, hereinafter referred to as the "DEPARTMENT," and **The University of New Mexico,** a public entity, hereinafter referred to as the "CONTRACTOR."

WHEREAS, the DEPARTMENT is the agency; and

WHEREAS, the DEPARTMENT desires to engage and the CONTRACTOR is willing to provide certain portions of the DEPARTMENT'S program.

NOW THEREFORE, the DEPARTMENT and the CONTRACTOR in consideration of mutual covenants and agreements herein contained, do hereby agree as follows:

I. Period of Agreement.

This Agreement shall become effective when signed by both parties and shall terminate on **June 30, 2018** unless terminated pursuant to Article VII, infra.

II. Statement of Work.

The CONTRACTOR shall provide the program of services as set forth in the scope of work which is attached hereto as "**EXHIBIT A – STATEMENT OF WORK**" and incorporated herein by reference, unless amended or terminated pursuant to Article VII, infra. In consideration for the provision of those services, the DEPARTMENT agrees to purchase and the CONTRACTOR agrees to perform the services identified in the Statement of Work.

III. Limitation of Cost.

The total amount of the monies payable to the CONTRACTOR under this Agreement shall not exceed **Eight Hundred Fifty-five Thousand Nine Hundred Fifty Dollars and Ninety-eight cents ($855,950.98)**. The annual budget is attached hereto as "**EXHIBIT B – FINANCIAL INFORMATION SHEET**" and incorporated herein by reference.

IV. Payment.

The DEPARTMENT shall make monthly payments to the CONTRACTOR for services and costs specified in "**EXHIBIT B.**" The CONTRACTOR shall submit certified and documented invoices and vouchers monthly for actual work performed and expenses incurred to the DEPARTMENT. Invoices must include the agreement number for which services have been rendered, the PED purchase order number and should be mailed to **Matthew Goodlaw, New Mexico Public Education Department 300 Don Gaspar Santa Fe, NM 87501.** The CONTRACTOR'S failure to submit such payment vouchers, invoices and supporting documentation within fifteen days after they are due may result in the non-availability of funds