



MONTCLAIR STATE UNIVERSITY

Participant Incentive Documentation Form

In order to maintain the confidentiality of the participants' identity, the participant incentive records cannot be kept in the Finance Department's records. Instead, the support verifying that the participant received the incentive is maintained by the Principal Investigator ("PI").

Grant Accounting has reviewed the support provided by the PI, as follows, in order to ensure that the total participant records equal the incentives received by the PI.

Project title: _____ FRS Account number: _____

Total Amount of Incentives Received: \$ _____ Date Received: __/__/__

Participant Incentive Support Verification: _____ Date: __/__/__

Amount paid per participant: \$ _____ No. of participants' records reviewed: _____

Total Amount of Participant Support Reviewed: \$ _____

Difference \$ _____

As the grant accountant monitoring this grant, I have reviewed signed documentation for the subjects who participated and received an incentive for participation in the above mentioned project and noted any differences.

Grant Accountant Print Name _____ Grant Accountant Signature _____ Date: __/__/__

As the PI on the above mentioned project, I understand that it is my responsibility to maintain the participant incentive records for a period of no less than 7 years from the grant end date to comply with federal and state regulations.

Principal Investigator Print Name _____ Principal Investigator Signature _____ Date: __/__/__