

Guidelines for paying research participants

Normative principles

1. In principle, research participants are not financially compensated via bank transfer, in cash, or with vouchers unless the effort to be made and/or the risk to be taken in participating gives clear and justifiable reason to do so.
2. The form and amount of financial compensation for research participation should always be submitted to TSHD's Research Ethics and Data Management Committee.
3. Participation in research by participants should not be disproportionately determined by financial compensation.
4. Compensation for test subjects should not influence consent to research participation.
5. The amount of financial compensation may not exceed an amount that is in reasonable proportion to the nature, scope, and purpose of the scientific research. This is determined on the basis of the time investment (based on the minimum hourly wage according to Dutch tax law), and any expenses specified in advance.
6. Risk should not be taken into account in determining the size of the compensation.
7. The maximum value of an individual financial compensation should not exceed 25 euros.
8. Participants under the age of 16 may not be financially compensated.
9. The transfer of compensation requires the collection of as little personal data as possible.

Administrative procedures

Preferred: participants are compensated by a payout via bank transfer.

To do this, the finance unit needs a list of the participant's initials, last name, and IBAN number. Disbursement is arranged by TSHD's finance unit after completing and signing the "one-time creditors" form signed by the budget holder and School Director.

Alternative 1 – Payment in cash by researchers immediately after research participation

Participants are given a participant number, and sign for receipt on a list attached to this number. A key file must also be created that associates participant numbers with the participant's initials and last name. Only the participant list is then kept at F&C. The researcher subsequently deletes all these files.

Alternative 2 – Participants are compensated through digital gift vouchers.

For this, the financial unit needs the participants' initials, last name, and email address. The gift vouchers are ordered by the Department's secretary through the PIMMS ordering portal with a rationale for what the gift vouchers are for and for whom. The researcher then sends the digital gift vouchers him/herself. The complete list of participants must be kept secure for 10 years by the researcher.

Alternative 3 – Digital gift vouchers are raffled off among the participants.

Until the raffling has taken place, the email addresses, initials, and last names of all participants can be stored. Once it is known which participants are eligible for the gift voucher, the financial unit needs the initials, last names, and email addresses of the respective participants. The gift vouchers are ordered by the Department's secretary through the PIMMS ordering portal with a rationale for what the gift vouchers are for and for whom. The researcher then sends the digital gift vouchers him/herself. The list of participants who received digital vouchers must be kept securely for 10 years by the

researcher. Of the participants who do not receive compensation, the personal data must be deleted immediately after the raffle.

Alternative 4 – Gift vouchers issued by researchers immediately after research participation

The gift vouchers are ordered by the Department's secretary through the PIMMS ordering portal with a rationale for what the gift vouchers are for. Upon approval, the secretary hands the gift vouchers to the researcher. The participants are given a participant number, and sign on a list at this number for receipt of the gift voucher. A key file must also be created that links the participant numbers to the participants' initials and last names. The key file together with the scanned and signed receipt list should be sent together with the claim to F&C TSHD, where the documents will be kept secure for 10 years. The researcher can subsequently delete these files.

Alternative 5 – Compensation takes place by a third party

Here the payment of participants is arranged by the third party, and the cost is passed on to TiU. The agreement with this third party must be approved by the Head of Department and School Director, the finance unit then pays the final invoice. Should the researcher have paid the third party him/herself, this amount can be claimed to the finance unit based on a receipt approved by the Head of Department. No further personal information is required for payment.