JMU
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U N I V E R S I T Y ®

SOP for Prolific

- ➢ Please plan ahead for submitting these documents. It can take a few weeks for everything to be processed. Accounts Payable will not take emergence or short notice forms. Please keep the timeline in your mind when planning to use Prolific.
- ➢ Please make sure to communicate with the fiscal person BEFORE doing anything with Prolific so they are aware.
- ➢ Simplest way is for the faculty member to up front the cost of the study and be reimbursed by the department.
- ➢ All paperwork must be submitted together.
- ➢ Please put all documentation in a manila envelope to give to the fiscal person submitting it. This will help keep everything in one place.
- ➢ Fiscal person will make sure all paperwork is in and complete before submitting to the proper departments.

1) Student must have the expenditure pre-approved by the department head.
2) Student/Faculty member must provide all paperwork to the department fiscal person for submission:
   a. Project Description-You should write out a description of the study in a way that a researcher without a specialized background in your research area would be able to understand your methods and procedures and the importance of your study.
      i. <u>Introduction</u>-Introduce the general topic, provide essential background information, and explain the project purpose.
      ii. <u>Method</u>-Describe the overall design of the study. Omit details, but provide enough information so that your procedures can be clearly understood.
      iii. <u>Expected</u> results, implications, and impact of the activity.
      iv. <u>Itemized budget</u> for study-Explain specifically how the money will be used. For equipment, list individual items and costs: explain how each item will be used in the project.
   b. IRB letter of approval and all IRB paperwork received
   c. Itemized summary/quote of charges if applicable
3) Department must submit an advance funding request form, including all supporting documentation. This needs to include payment per tasks, number of tasks (if each participant has only one paid task, then this is equal to the number of participants), and the total to be paid. Department head must sign off on this document.

**Department of
Psychology**

4) Department must submit an accounting voucher, including all supporting documentation. The department fiscal person can fill this out as long as they have the right information. Department fiscal person may sign off on this document.
5) Faculty member must provide the department fiscal person who is submitting the paperwork a letter of justification for the Prolific Payment to be submitted.
6) Department head must submit to the fiscal person a letter of approval from the department budget, including the amount being reimbursed, the budget code it is coming from, that it is via Prolific, and the faculty member being reimbursed.
7) Once all of this is submitted, the fiscal person will contact the faculty member to let them know if everything is in order. If so, they will submit all documentation to the proper departments.
8) The fiscal person will let the faculty member know if there are any issues or changed needing to be made. Or if everything processed, they will inform the faculty member that they should be on the lookout for reimbursement.