How to Clear Online Studies

The Requestor can deposit into any online study with their PCARD. The Requestor must provide the documents (transaction report, IRB, amount) to the designee within 30 days to clear/reconcile the expense. Indicate in the business purpose header If the online platform is used for classroom/teaching/project purposes only and NO IRB is required.

To clear/reconcile transactions related to any online study platform. All deposits should be cleared within 30 days per the University PCARD policy. Transaction reports are required no matter the dollar amount and should be attached to the expense report. This is a receipt to certify the funds have been spent and match the expense amount or reimbursement.

- > The Requestor must provide you with the transaction history report. The report should match the deposit (for example, if the deposit is for \$25.00, the transaction report should display the \$25.00 paid to participants). If the transaction report shows only some funds paid to participants within \$10.00, please reach out to sombusiness.office@yale.edu. This is required documentation when paying study subject participants.
- > Create an expense report for the transaction. You can clear multiple transactions at once in 1 report.
- ➤ Business purpose example: Expenses for Prolific, Mturk and Turkprime online study platform used to pay study subject participants by John Doe/April Jones on 7-13-2005.
- > Include IRB number in the memo.
- > Expense type Human Research Payments
- > Attach the transaction history report. Each report would match the amount that was deposited.
 - o Mturk is an excel file-do not filter; use a date range from the start of the deposit to when the study was completed, give a day or two.
 - o Prolific is a PDF transaction report that will display paid in full.
 - o Turkprime/Cloud Research is a PDF document.

**Note if the requestor is NOT using a Pcard and using out-of-pocket funds, they have 120 days to request reimbursement in Workday. After 120 days, you must use the 120-day form to complete a taxable reimbursement through payroll. The same documentation listed above would still need to be provided.

MTURK Transaction History Report Guidance

Guidance on how to obtain MTURK transaction report (The cardholder or persons with access will provide report to preparer) Request an unfiltered report from the cardholder or research assistant to clear the expense

How to download MTURK Transaction Report

- 1. Open excel spreadsheet
- 2. Highlight row 1 and select filter tab
- 3. Select assignment ID>arrow down>uncheck select all>scroll down>select blank All deposit and refunds amounts will be displayed. Highlight the amount field to total the deposits. Sum is located lower right hand of the screen. *TIP*If multiple deposits display you can clear multiple expense lines in one report
- 4. Highlight the deposit totals. (I use yellow, any color is okay. This indicates to the approvers the deposits/expense to be cleared
- 5. Press filter tab>highlight payment method>remove payment method>select blank>add amount column>sum located lower right-hand corner
- 6. Amount column to match expense report
- 7. Save file as .xlsx
- 8. Attach to expense report under the main attachments field

Reviewing MTURK Transaction Report

- 1. https://requester.mturk.com/
- 2. On the **Manage Workers** page, click on My account> Transaction History
- 3. Enter the date range of the expense transaction using the end date of the expense report. (Deposit load on start 11/1/22 end 12/3/2022-Date of expense report or the date the P.I./cardholder provided the study ended)
- 4. A dialog box appears when your CSV is ready. Opens spreadsheet in Microsoft Excel



Create Manage

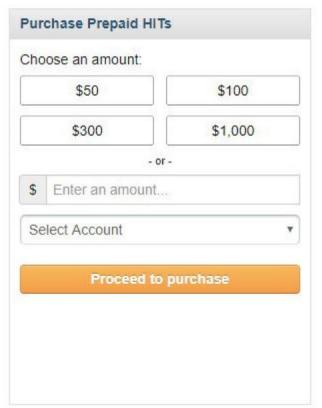
Developer

My Account

Purchase Prepaid HITs

Transaction History







Most Recent Prepaid HIT Purchases

You have not completed a transaction. Purchase Prepaid HITs

Invoices, Receipts, and Transaction Screen capture **History**

on how to obtain Cloud Research

Finding your Transaction History

To get to your transaction history:

1. Hover your mouse over **Account** on the top right-hand side of the main page 2. Click on **Transaction History**



Printing Receipts

From this page you will see your transaction history as well as the option to View **Printable Monthly Account Statements.**

NoteAll highlighted items in red are needed to verify the expense type, amount, and money paid to participants. This transaction report serves as the receipt and participant log. If the transaction report does not balance the credit/debit you cannot reconcile/reimburse the expense.



Stateme	it for
May	
2020	

Bill To:

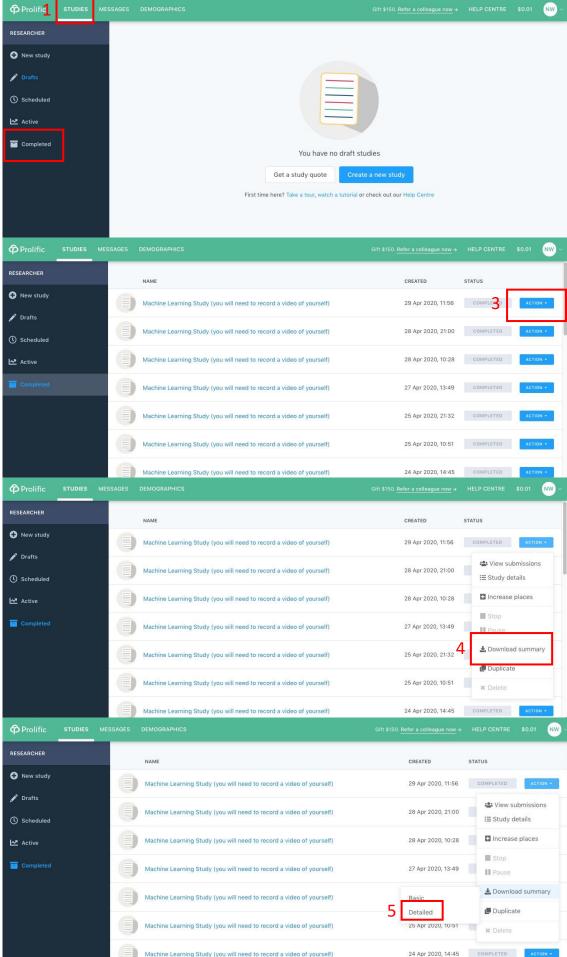
Date	Description	Credit	Debit	Balance
2020-05-02	CloudResearch Lab Fund Memo: Racial Disparities COVID-19 Study 1	\$51.00		\$51
2020-05-03	Service: Project Name: COVID-19 Disparities Study 1, Title: Social Opinions and Attitudes(~ 7 minutes), Survey ID: 216254 => Completes = 847, : Cost = \$50.82. Total: \$50.82 for 5/2/2020		-\$50.82	\$0
2020-05-04	Service: Project Name: COVID-19 Disparities Study 1, Title: Social Opinions and Attitudes(~ 7 minutes), Survey ID: 216254 => Completes = 2, : Cost = \$0.12. Total: \$0.12 for 5/3/2020		-\$0.12	\$0
2020-05-04	CloudResearch Lab Fund	\$10.00		\$10

1 of 2 5/5/20, 9:41 AM Statements

https://app.cloudresearch.com/Account/Statements

Date	Description	Credit	Debit	Balance
2020-05-05	Service: Project Name: COVID-19 Disparities Study 1, Title: Social Opinions and Attitudes(~ 7 minutes), Survey ID: 216254 => Completes = 3, : Cost = \$0.18. Total: \$0.18 for 5/4/2020		-\$0.18	\$9
Total		\$61.00	-\$51.12	

2 of 2 5/5/20, 9:41 AM



Screen capture on how to obtain Prolific transaction report

X:\Business Office Manual\Study Subjects\Online Studies Guidance Packet.docx



Prolific Academic

The Wheelhouse, Angel Court First Floor

81 St Clement's, Oxford OX4 1AW ■ support@prolific.co

☑ COMPANY NUMBER: 08991598

WAT NUMBER: GB 233 6075 23

SUMMARY

Summary #3TRQY5 / 17 February 2021 / Attitudes and Opinions

NoteAll highlighted items in red are needed to verify the expense type, amount, and money paid to participants. This transaction report serves as the receipt and participant log. If the transaction report does not display "paid in full," you cannot reconcile/reimburse the expense.

53	1	Lab	Attitudes and Opinions

Customer Information



Department of Psychology, New Haven, New Haven, Connecticut, 06520, US **United States**

Summary ID:	3TRQY5
(4.)	1.8
Issue Date:	15/03/2021
	TOTAL SAND ACCOUNT ACC
Status:	PAID IN FULL

Breakdown by participant - Summary #3TRQY5 / 17 February 2021 / Attitudes and Opinions

Participant	Reward	Service fees	Vat	Total
5f297f714cc040090f708383	\$1.69	\$0.51	\$0.00	\$2.20
5cfeb257257d580001a52b12	\$1.69	\$0.51	\$0.00	\$2.20
57b560e4a18afd00013e0579	\$1.69	\$0.51	\$0.00	\$2.20
5cdaf100c5084f00018ecb85	\$1.69	\$0.51	\$0.00	\$2.20
5d48a344f35485001be763be	\$1.69	\$0.51	\$0.00	\$2.20
55cf5cc434e9060005e56c39	\$1.69	\$0.51	\$0.00	\$2.20
60284b049e884437b220b172	\$1.69	\$0.51	\$0.00	\$2.20
60088f18f726963f1c0a3f66	\$1.69	\$0.51	\$0.00	\$2.20
5f70e511e024d06de2bd393c	\$1.69	\$0.51	\$0.00	\$2.20
5f5bc7666f1f71371bd9310e	\$1.69	\$0.51	\$0.00	\$2.20
5c2f7f10e4dd550001e49c10	\$1.69	\$0.51	\$0.00	\$2.20
5e8ca66ce6592d0350103956	\$1.69	\$0.51	\$0.00	\$2.20
5bb9ed46ecdd5e0001603021	\$1.69	\$0.51	\$0.00	\$2.20

Participant Participant	Reward	Service fees	Vat	Total
6025a05e0a3ed315b6abea96	\$1.69	\$0.51	\$0.00	\$2.20
5f96fe135f09520451546f1e	\$1.69	\$0.51	\$0.00	\$2.20
5ea6fb2de0fcb0076213b6fe	\$1.69	\$0.51	\$0.00	\$2.20
5e23b44828b7b6649cc848c1	\$1.69	\$0.51	\$0.00	\$2.20
598cc899e339120001fb88c6	\$1.69	\$0.51	\$0.00	\$2.20
5e77d216e2ce7c0849880e65	\$1.69	\$0.51	\$0.00	\$2.20
5c925b0fb138fe0014e4036b	\$1.69	\$0.51	\$0.00	\$2.20
602c173224ce4c46a6240cb9	\$1.69	\$0.51	\$0.00	\$2.20
5ed7b0c434b99f089ca78d13	\$1.69	\$0.51	\$0.00	\$2.20
5ee78887eb6e6d00098357fa	\$1.69	\$0.51	\$0.00	\$2.20
5dc1eb838a84461511b3cd73	\$1.69	\$0.51	\$0.00	\$2.20
5987e920eef500000111e1ac	\$1.69	\$0.51	\$0.00	\$2.20
5fb6c0bd3359970e5be8375a	\$1.69	\$0.51	\$0.00	\$2.20
5bf08d054863520001b1e1dc	\$1.69	\$0.51	\$0.00	\$2.20
6012dded9daa180bd040e3a3	\$1.69	\$0.51	\$0.00	\$2.20
5e937e8e4d246b6b4162ae72	\$1.69	\$0.51	\$0.00	\$2.20
5f69c1f3d07f60025bcbaf8d	\$1.69	\$0.51	\$0.00	\$2.20
5e2d295390840b3279624b90	\$1.69	\$0.51	\$0.00	\$2.20
55bfa394fdf99b38606a5176	\$1.69	\$0.51	\$0.00	\$2.20
5b0319e68d753d0001cc75c7	\$1.69	\$0.51	\$0.00	\$2.20
600f094ab75fc30523b60bcf	\$1.69	\$0.51	\$0.00	\$2.20
5f4a835e9e84256238129995	\$1.69	\$0.51	\$0.00	\$2.20
5f7dd6ed4303f7000814dd3b	\$1.69	\$0.51	\$0.00	\$2.20
5b9845dfae52a00001482c02	\$1.69	\$0.51	\$0.00	\$2.20
5d0e88a255f0c70015345bdd	\$1.69	\$0.51	\$0.00	\$2.20
5c3fc3d9c21f060001c48069	\$1.69	\$0.51	\$0.00	\$2.20
5cc53bef8d2a1e000185c3a4	\$1.69	\$0.51	\$0.00	\$2.20
5bc5356e65cfb8000154bd82	\$1.69	\$0.51	\$0.00	\$2.20

Participant	Reward	Service fees	Vat	Total
5c101f812a1a620001f04007	\$1.69	\$0.51	\$0.00	\$2.20
6016d18538c870894a21d452	\$1.69	\$0.51	\$0.00	\$2.20
5842eb2904e7550001a06b14	\$1.69	\$0.51	\$0.00	\$2.20
5d5ca97de6b963001a706363	\$1.69	\$0.51	\$0.00	\$2.20
5f7bf4d9731b7a1f4cb9c826	\$1.69	\$0.51	\$0.00	\$2.20
5e83b43765a5720e30b71b37	\$1.69	\$0.51	\$0.00	\$2.20
5ac440da9534ba0001c736da	\$1.69	\$0.51	\$0.00	\$2.20
5edae7d8d517f50009cbac62	\$1.69	\$0.51	\$0.00	\$2.20
5f7c9785b5861b0e5f9d663d	\$1.69	\$0.51	\$0.00	\$2.20
5ea5ed72e863495e212d4d95	\$1.69	\$0.51	\$0.00	\$2.20
5d824fa9be1eee0016258e42	\$1.69	\$0.51	\$0.00	\$2.20
5c4350f64fe4f800016e35f9	\$1.69	\$0.51	\$0.00	\$2.20
5fda4853a24ce343bba58456	\$1.69	\$0.51	\$0.00	\$2.20
5f88732ef402be31937672b8	\$1.69	\$0.51	\$0.00	\$2.20
600ecc3692aa597c9a274833	\$1.69	\$0.51	\$0.00	\$2.20
5e8d44819163b611f62d706c	\$1.69	\$0.51	\$0.00	\$2.20
5e2f5b28129198070e2996db	\$1.69	\$0.51	\$0.00	\$2.20
5f847cfd0e930a0cf4de1817	\$1.69	\$0.51	\$0.00	\$2.20
5e11882114ae638303c715d9	\$1.69	\$0.51	\$0.00	\$2.20
5dd0f134670d1a1a46632755	\$1.69	\$0.51	\$0.00	\$2.20
5df85a74946e975e7f13abbf	\$1.69	\$0.51	\$0.00	\$2.20
5bf6fc936c445d0001aeba98	\$1.69	\$0.51	\$0.00	\$2.20
5b9fe9879624180001134e44	\$1.69	\$0.51	\$0.00	\$2.20
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5e6fe86f7245355b33d7b045	\$1.69	\$0.51	\$0.00	\$2.20
5efb57c94e1b640aa6691f71	\$1.69	\$0.51	\$0.00	\$2.20
5da883c13b410d0017c55b0f	\$1.69	\$0.51	\$0.00	\$2.20
5ff45ff2351a2664aeae4ca9	\$1.69	\$0.51	\$0.00	\$2.20

Participant	Reward	Service fees	Vat	Total
602c72cccfca8a55bc000d83	\$1.69	\$0.51	\$0.00	\$2.20
5eac65aec4ed450f4df4868f	\$1.69	\$0.51	\$0.00	\$2.20
5fe146b36a3657bd99f9c179	\$1.69	\$0.51	\$0.00	\$2.20
5f9501421bb59336132193e8	\$1.69	\$0.51	\$0.00	\$2.20
5ffb8274a1f5f260e2e23a58	\$1.69	\$0.51	\$0.00	\$2.20
5d89106d1719af0001ee23e5	\$1.69	\$0.51	\$0.00	\$2.20
5a792c898fe2dc0001058c3b	\$1.69	\$0.51	\$0.00	\$2.20
5f1f2c053dd3620d41353827	\$1.69	\$0.51	\$0.00	\$2.20
5f4e7288cfb36504c24ea299	\$1.69	\$0.51	\$0.00	\$2.20
5c3cc65bfcb87600014b707a	\$1.69	\$0.51	\$0.00	\$2.20
5fee4a12069e3b0c91f2531f	\$1.69	\$0.51	\$0.00	\$2.20
5f99332990b70d000958973a	\$1.69	\$0.51	\$0.00	\$2.20
5ced8f96a726ed0015d31452	\$1.69	\$0.51	\$0.00	\$2.20
5d4c895d702c190017f0381a	\$1.69	\$0.51	\$0.00	\$2.20
5b7c877f9dc643000172043d	\$1.69	\$0.51	\$0.00	\$2.20
5dd7df825a40f277ae539f36	\$1.69	\$0.51	\$0.00	\$2.20
600733d10a5c051c5aec689f	\$1.69	\$0.51	\$0.00	\$2.20
5e1e935be3c7191e0519b486	\$1.69	\$0.51	\$0.00	\$2.20
5bfd81fb2feab400014d9060	\$1.69	\$0.51	\$0.00	\$2.20
5f1d266c6f7d7f62a219fade	\$1.69	\$0.51	\$0.00	\$2.20
56d1083921cd29000a97382d	\$1.69	\$0.51	\$0.00	\$2.20
5f11e883afd70a0d94572e6a	\$1.69	\$0.51	\$0.00	\$2.20
5e98ae20be425f0e61330c39	\$1.69	\$0.51	\$0.00	\$2.20
5fd6c898e5f46f63c79457e2	\$1.69	\$0.51	\$0.00	\$2.20
602aaba2c2eb7c106100e516	\$1.69	\$0.51	\$0.00	\$2.20
5ef55b1c3395621b627d3ae9	\$1.69	\$0.51	\$0.00	\$2.20
5c1021a547d07800011a23de	\$1.69	\$0.51	\$0.00	\$2.20
56f29effed0cf60006911528	\$1.69	\$0.51	\$0.00	\$2.20

Participant	Reward	Service fees	Vat	Total
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5fe9e4a71f2ef993685e507a	\$1.69	\$0.51	\$0.00	\$2.20
5b4f8f3349cdc400012174bb	\$1.69	\$0.51	\$0.00	\$2.20
601613d475762b7652816ca7	\$1.69	\$0.51	\$0.00	\$2.20
5dd35aea9b6104366fef1a90	\$1.69	\$0.51	\$0.00	\$2.20
5d47abcc2dc88900166f27c9	\$1.69	\$0.51	\$0.00	\$2.20
5dab320180cabf00168279d7	\$1.69	\$0.51	\$0.00	\$2.20
5a135875074b1900012527a9	\$1.69	\$0.51	\$0.00	\$2.20
602b02c1c2eb7c21e557282b	\$1.69	\$0.51	\$0.00	\$2.20
6009840aa4eaae14ff29fa0d	\$1.69	\$0.51	\$0.00	\$2.20
5e7247f3be8fd016888bafac	\$1.69	\$0.51	\$0.00	\$2.20
58742bf5d53c97000159df8c	\$1.69	\$0.51	\$0.00	\$2.20
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5f7c90a9ca673e0c8b4cce5b	\$1.69	\$0.51	\$0.00	\$2.20
5fd7f08920e71c0f734ee097	\$1.69	\$0.51	\$0.00	\$2.20
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5b745fb794c93d00010fc4c6	\$1.69	\$0.51	\$0.00	\$2.20
5dedb806838b4f46c8d183a5	\$1.69	\$0.51	\$0.00	\$2.20
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60197dd14bb8ca09a27e5c3b	\$1.69	\$0.51	\$0.00	\$2.20
5e7d2ef2e1b0ed2b39cce2b6	\$1.69	\$0.51	\$0.00	\$2.20

Participant Participant	Reward	Service fees	Vat	Total
5f8831463760bc29a189d26e	\$1.69	\$0.51	\$0.00	\$2.20
5cec2163d439ae0016596611	\$1.69	\$0.51	\$0.00	\$2.20
5fd43da30be3161b9a3ec2d6	\$1.69	\$0.51	\$0.00	\$2.20
6010b744db280e455a5250bd	\$1.69	\$0.51	\$0.00	\$2.20
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5bfaadc28422770001d9748f	\$1.69	\$0.51	\$0.00	\$2.20
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5d3515c39ce6590017010766	\$1.69	\$0.51	\$0.00	\$2.20
5f82192f7d871631c79c1017	\$1.69	\$0.51	\$0.00	\$2.20
5f7251ac3be2a7178241a040	\$1.69	\$0.51	\$0.00	\$2.20
5dd818e480123f7c8bc2e758	\$1.69	\$0.51	\$0.00	\$2.20
5f83e2348d1db7581af4089d	\$1.69	\$0.51	\$0.00	\$2.20
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5fb995caed317d87520d55a7	\$1.69	\$0.51	\$0.00	\$2.20
5e8cd8011a88ad08f181eb96	\$1.69	\$0.51	\$0.00	\$2.20
5bf322d817a7de0001cf6d50	\$1.69	\$0.51	\$0.00	\$2.20
5f79b85df6444f5bcfbd8c1a	\$1.69	\$0.51	\$0.00	\$2.20

Participant	Reward	Service fees	Vat	Total
60052def45a6ea702212d6f7	\$1.69	\$0.51	\$0.00	\$2.20
5f5cd3d605e4674df915ef5e	\$1.69	\$0.51	\$0.00	\$2.20
5f994616a1129b02055cee7c	\$1.69	\$0.51	\$0.00	\$2.20
5c675fad8f100a000107e249	\$1.69	\$0.51	\$0.00	\$2.20
5a1efc2b517dfb00013dd370	\$1.69	\$0.51	\$0.00	\$2.20
5d069f2f041328001a7815be	\$1.69	\$0.51	\$0.00	\$2.20
5e1bfb604231d840ef7103d8	\$1.69	\$0.51	\$0.00	\$2.20
5ca8ffbec942ab0016cfe9d2	\$1.69	\$0.51	\$0.00	\$2.20
5fa196fbbc611b2cdf74ee7e	\$1.69	\$0.51	\$0.00	\$2.20
5ff55d89b890b1885f867efa	\$1.69	\$0.51	\$0.00	\$2.20
570d30d942a1db000fc4cf87	\$1.69	\$0.51	\$0.00	\$2.20
5ac2f7e35cd1050001621c00	\$1.69	\$0.51	\$0.00	\$2.20
5c04872c55614800012b7cf0	\$1.69	\$0.51	\$0.00	\$2.20
5849751351f36f0001df75e5	\$1.69	\$0.51	\$0.00	\$2.20
5b6f49b7d60bdd0001ade437	\$1.69	\$0.51	\$0.00	\$2.20
5ffbfcd4f4b30111186e2037	\$1.69	\$0.51	\$0.00	\$2.20
5b0d5831324e08000152f143	\$1.69	\$0.51	\$0.00	\$2.20
5f74d520b30576105d455fcf	\$1.69	\$0.51	\$0.00	\$2.20
60270d61c5a84e4c9bbab157	\$1.69	\$0.51	\$0.00	\$2.20
5c65b61fad596e000179ece5	\$1.69	\$0.51	\$0.00	\$2.20
5fc7bc4a7ea0d20008303d82	\$1.69	\$0.51	\$0.00	\$2.20
5fd511f86ef5c530eb69550c	\$1.69	\$0.51	\$0.00	\$2.20
5faead22421a230a0a7c2e8d	\$1.69	\$0.51	\$0.00	\$2.20
5e238c0a415cc263c2afd470	\$1.69	\$0.51	\$0.00	\$2.20
5f13cd9693d2ed043a5e7c96	\$1.69	\$0.51	\$0.00	\$2.20
5db37bb9da032c000f9e04fa	\$1.69	\$0.51	\$0.00	\$2.20
5f04eb375b0ee217eeb72b66	\$1.69	\$0.51	\$0.00	\$2.20
5e7a5da52bbf0803bd748dab	\$1.69	\$0.51	\$0.00	\$2.20

Participant	Reward	Service fees	Vat	Total
59f226a9d6380600018b2923	\$1.69	\$0.51	\$0.00	\$2.20
5d18ca519bd071001aaaa932	\$1.69	\$0.51	\$0.00	\$2.20
5dd3d6797d45953b9f6c2912	\$1. <mark>6</mark> 9	\$0.51	\$0.00	\$2.20
5de653ee9a9da55cd975664a	\$1.69	\$0.51	\$0.00	\$2.20
5ff0b88a0a5e7f4cadfbc565	\$1.69	\$0.51	\$0.00	\$2.20
5fefb83cl8f62102fe60f57e0	\$1.69	\$0.51	\$0.00	\$2.20
5c1450b06cllac90001028a2a	\$1.69	\$0.51	\$0.00	\$2.20
5a90be541ecla41000135fed3	\$1.69	\$0.51	\$0.00	\$2.20
5f4bdcl7c8d15cc7d0cdf4c9c	\$1.69	\$0.51	\$0.00	\$2.20
5fbdle2fb3756f06700d2475	\$1.69	\$0.51	\$0.00	\$2.20
6026a0555e99f637745d6f9d	\$1.69	\$0.51	\$0.00	\$2.20
5e39d872793a082024d9cf18	\$1.69	\$0.51	\$0.00	\$2.20
5c926d2a0aelea00156f71a0	\$1.69	\$0.51	\$0.00	\$2.20
5f990c33982e4223alad4f30	\$1.69	\$0.51	\$0.00	\$2.20
58a623e90da7f10001de8553	\$1.69	\$0.51	\$0.00	\$2.20
55b9a9b0fdf99b6906cl2aba4	\$1.69	\$0.51	\$0.00	\$2.20
5f7a053b728abc638clb066e	\$1.69	\$0.51	\$0.00	\$2.20
5fd2defab54f2910f0e15a99	\$1.69	\$0.51	\$0.00	\$2.20
5fl79bd584e8e802ef9c187d	\$1.69	\$0.51	\$0.00	\$2.20

Summary #3TRQY5 / 17 February 2021 / Attitudes and Opinions

Description	Reward	Service fees	Vat	Total	
Total Cost				\$439.38	

Amount Paid: \$439.38