

Using vouchers to pay participants

Important: We will only be purchasing vouchers in increments of £5, so:

Study length 0 – 30 mins = £5, 31 – 60 mins = £10 ...etc...

For prize draw type rewards whole numbers divisible by 5 only please.

Source of Finance

Are you looking to use the General School Research funds to pay for the vouchers?

If yes: Email the [HoS for Research](#) for approval in the first instance.

Or are you using bench fees, an individual research grant or another means of finance?

If yes: Make sure you know the work order code for this purchase. If unknown then please contact either the [School Office](#) or your project supervisor.

Bench fee spending will require an authorised costing form available from the [School Office](#)

Study Set Up

Whether you are using the SONA PAID participation system or a bespoke format

Email the [School Technical Manager](#) directly to request the purchase of vouchers with the following information; Voucher value, total fund and work order code.

The voucher codes will be emailed back to you in a spreadsheet for you to distribute manually as required.

Any other queries?

Email the [School Technical Manager](#) directly.