Greenphire ClinCard General Information

(Last updated 8/8/2019)

This is general information Sponsored Research Services (SRS) provides to individuals inquiring about use of Greenphire ClinCards for participant payments. Based on past experience, setup delays usually occur because of missing verbiage in the informed consent form.

Process and Forms

The most current forms are on the ResearchHow2 website. Below is a link to the website already filtered for Greenphire.

http://researchhow2.uc.edu/search?indexCatalogue=researchhow2%2Ddev&searchQuery=Greenphire&wordsMode=0

When you click the link, the first 9 items on this page are relevant to the Greenphire Process managed by SRS Accounting. When reviewing the procedures document, please use the actual ResearchHow2 website to access the forms referenced in the procedures. The procedures contain links to the old SRS website that no longer works but all the forms mentioned are part of the website linked above.

What you Need to Know About Greenphire ClinCards

Fees:

ClinCards – A project is charged for the total number of ClinCards picked up for the project at the current rate charged to UC. Unissued cards at project completion can be returned for a refund. The current batch of cards cost $4.90.

Load Fees – The current rate to load a payment to a participant's card is $1.15 for each transaction.

ClinCard Expiration:

Studies that span a significant length of time should be aware the ClinCards expire three years from creation. The current batch of ClinCards SRS has on hand expire March 2022.

What you Need to Know About Informed Consent Forms

Informed Consent Language:

When using Greenphire, the proper language must be in the ICF. SRS's IRB contact has stressed that any information requested of a participant must be stated in the ICF. Here is information relative to the verbiage SRS will be looking for when reviewing an ICF:

> Suggested Verbiage for Consent Forms when Using the Greenphire ClinCard as the Method of Payment: (Verbiage *doesn't have to be exact but must include the essential elements*. When developing the verbiage, please *do not* include "Greenphire" or "ClinCard" in the text. Reloadable debit card is all that is required.)
>
> *Start of Suggested Verbiage:*
>
> Study payments will be made using a reloadable debit card. The debit card will be assigned to you at the first paid study visit and used to load payments at the end of each individual paid study visit throughout your participation in this research study. Details of the system are provided inside the reloadable debit card envelope. Payment will be loaded onto your debit card within two days of your visit. Your birth date will be required to register the assigned reloadable debit card to you.
>
> If you receive payments for being a part of this research study, you will be asked to complete an Internal Revenue Service (IRS) form. The amount you receive may count as income and may affect your income taxes. Your social security number will be required to complete the IRS form.
>
> *End of Suggested Verbiage:*

This generic template covers the majority of the studies, which are those with multiple study visits and payments. Since each study is unique, it is anticipated the study staff will edit the verbiage to meet the needs of the particular study. Most informed consent forms already have a field for the participant's birth date. If the consent form used by the study already contains a birth date data field (usually on page one or at the end with the participants signature, the last sentence in the first paragraph suggested above can be deleted.

What you Need to Know About the Greenphire Setup

The Greenphire ClinCard Study Set-up Request form (an Excel document) can be found on the ResearchHow2 website linked above. Each tab in the setup worksheet includes detailed instructions on how to complete the fields within the worksheet. Please contact the SRS Greenphire Administrator (Cindy Lasonczyk, 513-556-4818) with any questions.

The Greenphire ClinCard Request form (a Word document) can be found on the ResearchHow2 website linked above.

The setup request form and ClinCard request form should be emailed to:

GreenphireClinCard@ucmail.uc.edu