



ClinCard Participant Card Request

Date: _____

Request for cards: _____ New Card Order *(If you need more cards, please place a new order).*

Number of cards: _____ X \$3.00 per card = _____

(Program will be charged \$3 for cost of the cards. To be charged to ODC - Non-Contract General Services)

Total amount budgeted for participant payments: \$_____ *(To be charged to Participant Fees)*

HJF Project/Task/Award: _____ / _____ . _____ / _____

Site where reloadable cards will be used and stored *(this person must be listed as a custodian at the site):*

Payment Schedule is available in:

Current approved protocol dated _____

Current approved informed consent form dated _____

Program Name and Location: _____

Protocol Title: _____

Protocol #: _____

PI Name: _____

Requestor Information *(Must be an HJF employee with signature authority on the account listed above):*

Last Name: _____ First Name: _____

Program Name: _____

Office Phone #: _____ Office Email: _____

To request ClinCards, please complete form and send to mspevak@hjf.org or fax to Marianne Spevak at 240-694-3131.

Custodian (*Must be an HJF employee*):

Last Name: _____ First Name: _____

Custodian phone number: _____

Custodian email address: _____

Mail ClinCards to: (*please include contact information*)

Need by: _____

Additional study personnel listed on the protocol and will require to access to ClinCard System for this protocol:

Name: _____

Role in the Study: _____

Reason for Access: _____

Phone: _____ Email Address: _____

Name: _____

Role in the Study: _____

Reason for Access: _____

Phone: _____ Email Address: _____

REQUEST DETAILS (HJF Office of Regulatory Affairs must have a copy of the current approved protocol on-file or access to the protocol in the electronic IRB system)

Regulatory Affairs Approval

Protocol Approval Date: _____ **Secondary Approval Date (if applicable):** _____

Number of Subjects Approved: _____

Subject Reimbursement Amount/Payment Schedule: _____

*Marianne Spevak, Director
Office of Regulatory Affairs & Research Compliance*

Date

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