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| Requires 2 business days to process from approval.  **2 p.m. CUTOFF** | **This section reloads existing cards previously provided to subjects.** | |
| **HSIP Form Completion Instructions** | **Principal Investigator:** | Enter the PI’s uniqname. The PI you enter here must match the PI listed in the eResearch system for this study. You may change the value in the phone number field if it’s incorrect. |
| **Approver:** | Enter the approver’s uniqname. You may also want to enter alternate approvers as well. |
| **Study Information:** | Enter the HUM Number.  The **IRB Status, HUM Title, Approval Date, Expiration Date**, and **Tier** fields should auto-populate based on the information associated with the **HUM Number** in the eResearch system. |
| **Custodian:** | Although the custodian will not take custody of the cards, please enter the uniqname of the most appropriate contact person for the request, should the HSIP office have questions. |
| **Distribute To:** | Subject |
| **Total Incentive Amount:** | This is the total amount of all of the reloads for all of the cards in the request. The number of cards you are reloading times the card amount. |
| **Incentive Type:** | Card |
| **Card Type:** | Reload |
| **Payment Type Details:** | This is the number of cards you are reloading and the card amount. **This must equal your Total Incentive Amount.**  Add rows, if necessary, to request various card amounts. |
| **Delivery Type:** | HSIP Office |
|  | **Accounting Details:** | Account Type - Incentive |
|  |  | Enter the shortcode to be charged |
| **Additional Instructions** | Indicate the Card IDs and amounts to be loaded on a [Card Reload Tracker](https://finance.umich.edu/node/2667). | |
| **Reconciliation Documentation Forms Required** | In order to reload a card, the HSIP Office must have received the original receipt.  A separate subject receipt for this request is not necessary, however, the HSIP office will need the Card Reload Tracker attached to the HSIP request. | |