

**PROTECTING  
YOUR PERSONAL  
PRIVATE  
INFORMATION**

The University of Michigan places great importance on protecting the personal private information of our research subjects.



**Human Subject  
Incentives Program  
Office**

**HSIP Office**  
3003 S. State St.  
Room 10090  
Ann Arbor, MI 48109  
[www.treasury.umich.edu](http://www.treasury.umich.edu)



**Human  
Subject  
Incentives  
Program**

**Your Personal  
Private Information**

**Why it is needed for  
compensation and how  
we protect it**

This brochure has been developed by the Human Subject Incentives Program (HSIP) to provide you with answers to questions you might have about the information we need to collect from you in order to pay incentives for participating in research.

### **What is personal private information?**

Personal private information is information about you regarding your identity (such as Name, Address, Email, or Social Security Number).

### **When will The University of Michigan collect my personal private information?**

Depending on the amount of compensation, The University of Michigan might need to collect personal private information from you for possible reporting to the IRS.

### **How will my personal private information be collected?**

Your personal private information will be collected by the researcher when you receive your compensation. Forms used may vary from one study to another.

### **How will my personal private information be used by U of M?**

The University of Michigan is required to report certain information to the IRS when total non-employee compensation to an individual in a calendar year equals or exceeds \$600. If your total compensation from the University of Michigan meets or exceeds \$600 in a calendar year, then we will report the minimum amount of information necessary.

### **What if my total compensation from the University of Michigan is \$600 or more in a calendar year?**

If your compensation equals or exceeds \$600 in a calendar year, you will receive a Form 1099 from the University of Michigan. This form is used to report income on your personal taxes. Forms 1099s are sent out in January for the previous calendar year.

### **What if I participate in more than one study?**

You may participate in more than one study at the University of Michigan. Compensation from all studies will be combined to determine if you reach the \$600 IRS reporting threshold.

**Example:** John is in two studies at the University of Michigan. The first study pays John \$200. The second study pays John \$500.

Neither study is over \$600, but John's total compensation exceeds the \$600 threshold. John will receive a Form 1099 from the University of Michigan.

### **What if my child is participating in a study?**

If your child is participating in a research study, the University of Michigan will need to collect their personal private information.

### **Whom do I contact if I have a concern about privacy?**

If you have a concern about how your information is being held by the Human Subject Incentives Program, please contact [subject-incentives@umich.edu](mailto:subject-incentives@umich.edu).

### **How is my information protected?**

The HSIP Office maintains an electronic copy of your personal private information in a highly secure central location.

This information is only accessible by a small number of authorized University personnel. Any paper documents that contain your personal private information are shredded.