**CLINCARD:**The cost of the ClinCard is $4 per card and $1.15 per transaction, plus a one-time $1 TIN validation fee per subject.

**RESEARCH PARTICIPANTS COMPENSATION USING CLINCARDS**

1. Submit request through the Compass Grants Forms Clincard Request:

* Log in to [Compass](https://compass-login.emory.edu)
* Go to Navigator ˃ Emory Custom ˃ Grants ˃ Grants Forms ˃ Clincard Request
* Complete and Submit the Grants Form - **Clincard Request** (for instructions, [click here](http://online.flipbuilder.com/qsea/mkck/mobile/index.html#p=1))

***Supporting Documentation Required***

* IRB Approval
* Informed Consent
* Payment Schedule
* Electronic Notification of Award - eNOA (if applicable)

1. Request will be routed for approval and set up on the Clincard site - [Greenphire](https://greenphire.com):

* Approval occurs every Wednesday after Treasury approval
* Email notification will be sent when cards are ready for pickup from the **lobby at** **1599 Clifton RD** *(pick-up at your convenience)*

1. To assign a Clincard to a subject:

* Register subject by logging in to [www.clincard.com](http://www.clincard.com) (*using credentials received from Greenphire*)
* For registration instructions, [click here](http://online.flipbuilder.com/qsea/fgcl/mobile/index.html)
* For support email [support@greenphire.com](mailto:support@greenphire.com) or call support team at 215-609-4378

1. To order additional cards:
   * Email Emory Clincard [emoryclincard@emory.edu](mailto:emoryclincard@emory.edu)
   * Include the study name and #, how many cards are needed, and the pickup person
2. To close out a Clincard account:

* Email [cashmgt@emory.edu](mailto:cashmgt@emory.edu)

For more information, you may contact the Department of Finance and Treasury, Charlie Ready at [emoryclincards@emory.edu](mailto:emoryclincards@emory.edu).