Usability Testing – Gift Card Procedures:

In the past the Libraries has been allowed to use small ($10 - $15) gift cards as incentives for usability testing. Individual faculty members have responsibility for determining whether or not campus IRB approval or waivers are required for their projects. We cannot guarantee that Campus will always allow this, but for now please follow these procedures:

1. Once you have a project plan in mind obtain approval to buy these cards from one of the Associate Deans. The cap for incentives for each project is $400. How many cards do you want, the dollar amount per card, and when do you need them?

2. Once this approval has been received please work with the Accounting Technician in Business Services (Rhonda Flaningam.) She will purchase the cards for you with the University credit card.

   Give Rhonda the order request at least 10 to 14 days BEFORE you need the cards:
   i. What type of gift card, Starbucks, Amazon.com, etc.
   ii. What level, $10, $15, etc.
   iii. How many you wish to have her purchase.
   iv. When you need them. A copy of the approval from the Assistant Dean.

3. When you receive the cards remember you are personally responsible for them. Lock them up when you are not giving them out and return unused cards to Rhonda.

4. Campus requires proof that the cards have been given out for legitimate research purposes. Provide Rhonda with a list that contains the following:
   i. Title of your project and a short explanation of what you are trying to accomplish.
   ii. Dates of the testing.
   iii. Printed name and signature of EACH person receiving the gift card. (These lists are kept with the purchasing documents for audit purposes.)

5. If you have ANY questions about the above please ask Rhonda or Shelley Joy. Thank you for your cooperation. By following these procedures it is likely we may continue offering gift cards as incentives for usability testing and the accounting for these cards is much easier.