

**Application for Exception to Research Participant Payment Requirements**

Federal regulations require that UAB obtain Social Security Numbers (SSNs) for all individuals paid for study participation to comply with IRS 1099 reporting requirements. For this reason, all participant payments must be made via the Greenphire system or UAB check, and must collect participants' SSNs. Any exception to this requirement must be approved in advance by central administration.

The information below should be provided for studies requesting an exception to this requirement. It is understood, however, that every effort will be made to obtain SSNs from every participant possible, even if the study exemption is granted.

Study Title: \_\_\_\_\_

IRB Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

PI: \_\_\_\_\_

School/Department: \_\_\_\_\_

Maximum \$ possible to be paid to each participant: \_\_\_\_\_

Indicate the reason for the exception request:

- \_\_\_\_\_ Entire study takes place in a foreign country
- \_\_\_\_\_ Entire study population is non-resident (NRAs) aliens living in this country
- \_\_\_\_\_ Significant % of participant population is expected to be NRAs living in this country  
(Out of \_\_\_\_\_ expected participants, we project that \_\_\_\_\_ of them will not have SSNs)
- \_\_\_\_\_ Other (Please explain):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*By signing below, I am verifying that every effort will be made to obtain SSNs from participants and that the only reason one will not be obtained is for the reasons noted above.*

PI Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Chair Approval\*: \_\_\_\_\_ Date: \_\_\_\_\_

*\*Department chair approval necessary only if required by School.*

Dean's Office Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Central Approval: \_\_\_\_\_ Date: \_\_\_\_\_