**Include this language for all studies unless it qualifies for one of the exceptions noted below:**

“We may ask you for your Social Security number and address before you are compensated for taking part in this study.”

**The language below should be included in all research consents that involve a compensation of $600 or greater in a calendar year.**

“You may receive up to (insert dollar amount or compensation) for taking part in this study. This amount may be taxable and will be reported to the Internal Revenue Service (IRS).”

**Exceptions**

For VUMC**:** It is not necessary to document SSN or request an SSN exception for studies compensating less than or equal to $100 ($50 for healthy volunteers) in a calendar year.

For VU**:** If participants will be compensated more than $300 in a calendar year, the study team must either plan to collect SSNs or request a waiver for the collection of SSNs. If the amount is less than $300 in a calendar year, the study team does **not** need to collect SSNs **nor** do they need the waiver.

**Additional Guidance**

SSN Exception Request and Approval: You may be contacted by CRFSS@vumc.org via email to provide additional information. If an SSN exception is requested, you may not compensate participants without collecting SSNs until you receive an email notification an SSN exception has been granted from CRFSS@vumc.org (separate from IRB approval).

If an SSN exception is requested as part of an amendment to a study, you must contact CRFSS@vumc.org upon amendment approval for the SSN exception request to be reviewed.

Reimbursement for participant costs (e.g., travel, meal expense, etc.) are not considered compensation and are not taxable.

For more information regarding participant compensation, refer to this link:

<https://starbrite.app.vumc.org/research/crfss/participantcompensation>