



All fields are required except for the Social Security Number (SS#) and address fields. SS# and address are required for individual check payments of \$100 or more.

	Research Consent Form (including the study number)
	Payment Information Page from the grant/award showing allowable payment information
	Any supplemental information needed to substantiate payment and amount - e.g. mileage payments
	RAVEN printout showing the activity in the project account 4862

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Clearly print/type the names of the PI and the Department Administrator (or Designee) in the appropriate fields

	Ensure signatory authority is on file for the Department Administrator (or Designee) signing the form.
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