EXAMPLE

Date

Lyda Snodgrass
Bursar's Office
121 Admin (0412)

Dear Lyda: WBS _____

We will be running a research study on _____ (date). The title of this project is _____. Because of the sensitive nature of this study, I desire to assure participants as much anonymity as possible and the fact that we would like the highest percentage of participants possible (which will be encouraged by immediate payment); we would like to give these participants each _____ in cash when they finish the study. We will inform these participants that we will keep a list of the respondents' names and social security numbers on file in the department only for auditing purposes. We will follow up with a purchasing requisition form so your office could be reimbursed for this cash.

Note too, that this will save substantial sums of time and money as compared to the costs of having the state draft individual checks for each participant.

I am asking that you provide _____, Graduate Research Assistant (SSN#) with (number of bills, amount of money to be given to each participant(s) to be picked up on _____(date). The WBS element that will eventually be charged for this is WBS _____.

If you have any questions, please contact me at _____. I am either the PI or co-PI on this grant.

Sincerely,