

November 8, 2022

Dear Dr. Jamie Burriss,

I writing to inform you that I am purchasing \$300 worth of gift cards.

- Sponsored research program to be used as the funding source: URECA Team Grant
- IRB number: [REDACTED]
- Justification or reason(s) for the gift card(s): pay participants for their time participating in the study.
- Amount and denomination of the gift card(s) needed, and the methodology used in determining the amount requested: \$10 Amazon gift cards. This was the amount stated in the IRB.
- Name of the custodian of the gift card(s): All individuals on the IRB will have access to the gift cards: [REDACTED], PhD, [REDACTED], [REDACTED], [REDACTED], [REDACTED], [REDACTED], [REDACTED], [REDACTED], and [REDACTED].
- Explanation of how the gift card(s) will be safeguarded: The gift cards will be stored in (Building) (room) in a locked cabinet where only IRB approved individuals (mentioned above) will have access to.
- Method used to record and track gift cards distribution: The Gift Card Log obtained on the MTSU business website will be used to record and track gift cards.

If you have any questions, please contact [REDACTED], PhD at [REDACTED].

Thank you,

[REDACTED], PhD