

NNRC Niedfelt Nursing Research Center

Fall 2019 Newsletter

New Research VISA Reward Card Program

Procedure for Initiation of Reward cards for CON PIs

- » PI contacts NNRC staff about plan to use a stipend for participation in research. Reward Cards are the preferred stipend method for participation in research.
- » NNRC confirms the PI has an approved IRB, and funding/resources for this project.
- » NNRC emails the PI the following UNMC Reward Card Procedure and Application links – <https://info.unmc.edu/management/finance/controller/Reward-Visa-Card.html>
- » NNRC addresses questions regarding these procedures. PI (Custodian) completes and signs the form and sends to NNRC staff.
- » For the initial order, NNRC staff submits the Reward Card Application Form to the Controller's Office (controller@unmc.edu) along with the specific page from study IRB stating the dollar amount of compensation paid to participants at each time.
- » Controller's Office processes and notifies NNRC when Reward Card request is approved. NNRC forwards this approval email to PI.
- » Controller's Office sends the request to the Cashier's Office for purchase. The Finance Cashier's Office contacts PI (6 to 8 business days) to pick up Reward Cards on the 2nd floor of the Administration Building at 40th and Dewey, Room 2036. Enter through the east doors on 40th St. & proceed down the hallway past the elevators. The windows are on the left side at the end of the hallway, just past Payroll.
- » Another research team member can pick up the cards as long as the requestor or custodian notifies the Cashiers office. Cashiers office personnel and PI review the number and cash amount of all cards that are picked up.
- » Research VISA Reward Card Activation number and user instructions are provided in sealed envelope to be given to the study participant. The research team member informs participant to follow the instructions.
- » Controller's Office sends the initial Reward Card Excel Log on a spreadsheet to PI who arranges for team to fill in log when Reward Cards are distributed to participants. The PI collects the date of distribution to research participant, name of recipient/subject id, name of staff member giving out reward card, and signature of recipient to acknowledge receipt of the reward card. The PI is the custodian and will ensure compliance when audited by Cashiering Office.
- » The PI/coordinator can contact the Cashier's Office at 402-559-5878 or unmccashier@unmc.edu or Controller's Office controller@unmc.edu about questions concerning the Reward cards.
- » To reorder, PI submits another Reward Card Application form directly to the Controller's Office for previously confirmed IRB/funded approved projects.

Fall 2019 Topics

- New Research VISA Reward Card Program
- Funded Research Start-up Checklist
- Niedfelt Nursing Research Center 50th Anniversary Kick-off August 19

New Funded Research Application Start-up Checklist: Your study is FUNDED!

NNRC highly recommends for you to review the 'First Steps When Starting a Research Study as a Principal Investigator'. Completing the steps will keep you organized and on track with initiating your research study.

Download at: https://www.unmc.edu/nursing/documents/Funded_Research_Application_Start-Up_Checklist.pdf

For internal funding opportunities check out the VCR's website: <https://www.unmc.edu/vcr/funding/internal-funding-opps>

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We will celebrate the Niedfelt Nursing Research Center 50th Anniversary in Fall 2019

Monday, August 19 | General Faculty Organization Meeting

We will serve cake at all five College of Nursing campuses!

Questions? dabergma@unmc.edu