Subject Money

Introduction

This is the mechanism for requesting funds in order to pay subjects/participants for participating in research. Only staff and postgraduate students can request subject money.

Requesting Funds

Log onto psychology intranet using your local account login details:
https://intranet.psy.gla.ac.uk/

Select:
Research/subject money/submit new request

You will need to have details of the sub-project that you are applying for funds from. (Any queries on this please contact the General Admin Team (psychology-admin@glasgow.ac.uk)).

Once submitted the request will be sent to your supervisor for approval. Once approved it will be sent to psychology-admin for processing. A member of the admin team will be in touch to request completion of a form so that funds can be transferred to your bank account. Forms are sent to finance office on a Friday and funds should be in your bank account 10 days later (Monday).

Receipts

At the end of your experiments you are required to submit receipts to cover all payments made: Electronic Receipts: Electronic receipts can only be used for subjects who are registered in subject pool. These are stored electronically. Any unspent funds should be returned immediately to the General Admin Team (Room 245).

Paper Receipts: Need to be printed and signed by participants and returned to the General Admin Team (Room 245) at the end of your experiments along with any unspent money.