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Memorandum of Understanding for Tango Card Inc Payment Platform

Background

The Behavioral and Social Science Office of the Dean has initiated a program to pay research participants through the online payment platform Tango Card Inc (Tango). In order to use Tango the Principal Investigator (PI) and the Fund Custodian (FC) must agree to adhere to the following procedures. To start a project in Tango the PI and/or the FC must send to bsos-cash@umd.edu a current IRB protocol approval along with this MOU.

- After this MOU and the IRB and consent form has been sent to <u>bsos-cash@umd.edu</u> the fund custodian will receive an email to join the Tango platform. **DO NOT** create a Tango account prior to receiving an invite to the platform.
- Please read our FAQs sheet for more detailed information about the Tango Platform.
- Fill out the account setup form below

| Tango Account Setup | | |
|--|----|--|
| Tango Account Number | | |
| Modification Number | | |
| Department/Name of PI | | |
| Name / Email of FC | | |
| Study Name | | |
| IRB Protocol Number | | |
| KFS Account Number | | |
| Fund/Acct Expiration Date (MM/DD/YYYY) | | |
| Do you want your participants to have access to Visa gift cards? (See FAQ sheet for Visa Gift Cards information) | | |
| Are your participants outside of the United States? If so where? | | |
| Anticipated Total Funding Amount (Total project reward fund budget) | \$ | |
| Initial Account Funding Amount | \$ | |
| Do the PI & FC need a tutorial of the platform? | | |
| Notes: | | |

Principle Investigator and Fund Custodian Certification

By signing below, I certify my understanding that the only authorized individual to add funds to the online platform account is the BSOS Dean's Office. I also certify my understanding that it is my responsibility to notify the Dean's Office when a study is completed so a refund from Tango of any unused funds on the account can be generated. By signing below, I certify my understanding that the funds entrusted to me will be used for the sole purpose of the research study listed above, and all unused funds will be returned promptly to the Dean's Office at the conclusion of the study. I understand that failure to return funds or substantiate expenses may meet the IRS conditions to be reported as income on W-2 form for university employees, or added to my student account as a debt to the university.

| Principal Investigator | Fund Custodian | Director of Admin. Service | Office of the Dean |
|------------------------|----------------|----------------------------|--------------------|
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