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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 with an online payment platform the PI and/or the FC must provide the following documentation to the Dean's Office:

- Current approved IRB and consent form with the online payment platform Tango Card Inc explicitly named as a method of gathering data
- 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.

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- Please read our FAQs sheet for more detailed information about the Tango Platform.
- Fill out the account setup form below

Tango Account Setup	
Department/Name of PI	
Name of FC	
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?	
Does your study use Qualtrics?	
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 department 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 Office of the Dean