

## Declaration of Receipt Form

This form can be used by principal investigators, their authorized delegates or one-up approvers who have distributed cash honoraria or gift certificates to participants of research studies at Toronto Metropolitan University.

Please download this form and fill it out using [Adobe Acrobat Reader](#). Once complete, submit the form along with your supporting documentation via the Financial Services dropbox at 1 Dundas Street West, 9th floor.

### Research project details

<b>Project title</b>		
<b>Principal investigator</b>	<b>TMU-Fund-Cost Centre-Account</b> (if applicable, include special activity and employee number)  1-   -   -   -   -	
<b>Number of honoraria or gift certificates distributed</b>	<b>Total cost of honoraria or gift certificates distributed</b>	
<b>Study 1:</b>	<b>Start date (dd/mm/yyyy)</b>	<b>End date (dd/mm/yyyy)</b>
<b>Study 2:</b>	<b>Start date (dd/mm/yyyy)</b>	<b>End date (dd/mm/yyyy)</b>
<b>Study 3:</b>	<b>Start date (dd/mm/yyyy)</b>	<b>End date (dd/mm/yyyy)</b>
<b>Study 4:</b>	<b>Start date (dd/mm/yyyy)</b>	<b>End date (dd/mm/yyyy)</b>

If you are submitting more than four date ranges, please submit an additional Declaration of Receipt Form.

### Declaration

I confirm that research participants have been given a cash honorarium or gift certificate for participation in the above named study. For confidentiality reasons, I am unable to disclose participants' personal information.

I further declare that cash honoraria or gift certificates have been distributed to research participants whose pseudonyms, first names or participant numbers (population of interest will not participate if full legal names need to be provided) are recorded in my confidential research records, along with signatures obtained to confirm receipt of funds.

<b>Name</b>			
<b>Please indicate your role</b>	Principal investigator	Delegated authority	One-up approver
<b>Date (dd/mm/yyyy)</b>			