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**Research Ethics Board**

**Research & Innovation Advancement**

To: Research Personnel

From: Jill Hatchette

Date: March 9, 2023

Re: When is the Self Declared Income statement required?

Any study participant receiving cash or cheque compensation or reimbursement of study expenses (without receipts; example gas or meal receipts) is required to sign this *Self Declared Income statement* for the amount provided. This form can be used in lieu of a signed receipt at the time the payment is made. Alternately, it may be signed by the participant in advance of the payment, and serves as support documentation for studies where the participant is to receive an IWK Cheque at a later date.  It is required to be attached to any IWK request for funds forms (example Petty Cash, or Cheque Request) as a condition of approval by Research Finance personnel.  Copies of the completed form may also serve as study documentation of payment.

Regards,

Jill Hatchette

Consulting Scientist, Research Education and Ethics Lead

**IWK RESEARCH & INNOVATION ADVANCEMENT**

**Self Declared Income Statement -** for Research Participants

Principal Investigator:

Study Title:

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (please print), hereby acknowledge that I will receive the sum of $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from the IWK Health Centre as a subject payment for participation in the above named research study.

I understand this payment is taxable and that it is my responsibility to report it on my income tax return as the IWK Health Centre will not be issuing a T4A for this payment.

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(Signature) (Date)

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(Witness) (Date)

cc: Financial Services

Version date: 09-03-2023

**IWK RESEARCH & INNOVATION ADVANCEMENT**

**Self Declared Income Statement -** for Research Participants

Principal Investigator:

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(Signature) (Date)

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