Monetary payments to persons participating in research projects (human subjects) sponsored by the university can be made through direct deposit, cash disbursements, prepaid cards and checks.

The Office of Sponsored Programs and the Office of the Treasurer will assist research directors and principal investigators to develop the optimal payment program for your research project.

Project funding is managed through the Office of Sponsored Programs (OSP). For information regarding participation in a research project, please contact the Office of Sponsored Programs.

Steps to establish an OSP human subject bank checking account include:

1. **Contact Sarah Jackson for initial funding request forms:**
   Sarah Jackson, Senior Accountant  
   Office of Sponsored Programs  
   4th Floor Research Foundation Building  
   1960 Kenny Rd  
   Columbus, OH 43210  
   614-292-7460  
   jackson.1505@osu.edu

2. **After OSP funding is approved, if the program will need a checking account, send completed OSP documents to Treasury with a request to open the new account:**
   The Office of the Treasurer  
   1590 North High Street, Suite 400  
   Columbus, Ohio 43201  
   Amy McMahon or Jeff Rayis,  
   614-688-4118 or 614-247-6854  
   mcmahon.100@osu.edu or rayis.2@osu.edu

   Include the following items with the request:
   a) Listing of names and email addresses for each signer on the account  
   b) Driver’s license copies for each signer (required by the bank)  
   c) Preference for single or duplicate checks  
      Note: the cost for University check printing is approximately $125/order and will be invoiced directly to your department

   Human Subject checking accounts are opened with Fifth Third Bank