Instructions for principal investigators and study teams when submitting a change in research to offer study participants payment/reimbursement via Greenphire ClinCard program

These instructions are intended for study teams participating in the pilot initiative of the Greenphire ClinCard Program to document the planned use of Greenphire in eIRB via a Change in Research. Please follow the step by step instructions listed below:

Submit a Change in Research via a further study action and:

- In section 1 (General Information) item 1, please select the box next to "Other".

- In section 1 (General Information) item 3, please state "This Change in Research adds payment through the Greenphire ClinCard Program as a payment option for participants. The standard Greenphire information sheet will be used to explain the use of Greenphire to participants."

Please Note in order for the use of Greenphire to be reflected in the IRB application, in addition to the CIR summary, Greenphire must be reflected in the application itself. For consistency as part of the pilot period we are requesting you add this information to the relevant consent sections for your study.

- If your study was approved with written consent, please revise section 15 (Written Consent) item 1 to add the following sentence "This study will offer participants a choice to receive payment/reimbursement through the Green ClinCard Program. The standard Greenphire information sheet will be used to explain the use of Greenphire to participants."

- If your study was approved with a waiver of documentation (oral consent), please revise section 16 (Waiver of Documentation of Consent) item 1 to add the following sentence "This study will offer participants a choice to receive payment/reimbursement through the Green ClinCard Program. The standard Greenphire information sheet will be used to explain the use of Greenphire to participants."

If your study was approved for multiple consent methods mentioned above, please add the sentence in each section. When you submit your Change in Research, please send an email to Megan Singleton, the Associate Dean of the John Hopkins Human Research Protection Program at msingl16@jhmi.edu and Ken Borst, the Associate Director of Operations at kborst1@jhmi.edu so we may ensure your CIR is processed promptly.