# CON-CAHS HUB Greenphire Standing Operating Procedures

## Pre-Award Actions

Pre-Award Grant Manager will inform Faculty members during the proposal process the cost associated with Greenphire. The Pre-Award Grant Manager will provide additional information as requested.

**What are the costs to the study to use Greenphire?**

$3.50 per card and $1.15 per load.

## Post-Award Actions

Post Award Grant Managers will assist faculty with re-budgeting if needed for Greenphire card expenses.

As of 9/1/20, The ECU Greenphire ClinCard is to be used to issue payments for research participants receiving over $25 and/or are participating in multiple ECU studies.

* The Greenphire SOP link: <https://financialservices.ecu.edu/wp-content/pv-uploads/sites/86/2018/05/Greenphire-SOP-Department.pdf>

A Greenphire “exception” is required to utilize another payment methods other than the ClinCard method, which requires approval by the Senior Associate Vice Chancellor, Division of Research, Economic Development and Engagement at ECU, or their designee.

* The ECU Greenphire exception policy link: <https://financialservices.ecu.edu/wp-content/pv-uploads/sites/86/2018/05/Greenphire-Exception-SOP.doc>

**Step 1:** You will need to update your existing IRB to change method of paying participants to the Greenphire debit card. The Amendment is submitted in ePIRATE to update the IRB application and informed consent document(s). The modified, approved, “stamped” consent document(s) will be required as part of the Greenphire request process. Please contact the IRB administrator for your study or [UMCIRB@ecu.edu](mailto:UMCIRB@ecu.edu) if you have any questions about the Amendment process.

**Step 2:** Complete the Greenphire Study Voucher Authorization Form (pdf). Please return to grant manager after you have your department chair sign off.

Prepare the study payment schedule (see attachment A). You will upload the completed document in the Team Dynamix Ticket.

**Step 3**: Submit an AP **Greenphire Team Dynamix Ticket to “Set Up a New Study”:** The requesting

department should complete the *Accounts Payable Greenphire Team Dynamix Ticket request to* initiate the process.

<https://ecu.teamdynamix.com/TDClient/Requests/ServiceDet?ID=31599>

The following information is required to set up a new study in Greenphire Team Dynamix:

* Date needed
* Study IRB #
* FOAP
* Study Sponsor
* Study Budget
* Will mileage be reimbursed?
* PI contact information
* Study Coordinator(s) contact information
* Approver contact information
* # of cards needed for first 90 days
* # of cards needed for life of study
* Attachments: Attach the approved Study Voucher Authorization Form to Dynamix ticket; this will include the approved ICF and payment schedule (**see attachment A**).

Please refer to <https://financialservices.ecu.edu/greenphire/> for more information regarding Greenphire.

### Attachment A: Sample Payment Schedule

