

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

These instructions are intended for study teams utilizing the Greenphire ClinCard Program for participant payment.

This step by step instruction guide details how to document the planned use of Greenphire in your eIRB application as part of a New Application or Change in Research.

While JHU has established its own Greenphire ClinCard Program, study teams may also utilize the ClinCard as a mechanism for payment when available through a sponsor as part of an externally-sponsored clinical trial. The instructions below detail requirements that are specific to use of the JHU Greenphire ClinCard Program versus programs available through an external sponsor, e.g. an industry partner.

Please follow the step by step instructions listed below:

For New Applications:

- **When using the JHU Greenphire ClinCard program:** If your study will use written consent, then in section 15 (Written Consent) item 1, please add the following sentence “This study will offer participants a choice to receive payment/reimbursement through the JHU Greenphire ClinCard Program. The standard Greenphire information sheet will be used to explain the use of Greenphire to participants.”
- **When using a sponsor’s Greenphire ClinCard program:** If your study will use written consent, then in section 15 (Written Consent) item 1, please add one of the following sentences:
 - “This study will offer participants a choice to receive payment/reimbursement through a sponsor’s Greenphire ClinCard Program. The standard JHU Greenphire information sheet will be used to explain the use of Greenphire to participants and is consistent with the sponsor’s program.” [Note: this will require confirmation from the sponsor that the information sheet accurately reflects the setup of their ClinCard program.]

OR:

- “This study will offer participants a choice to receive payment/reimbursement through a sponsor’s Greenphire ClinCard Program. Sponsor-specific language about Greenphire has been incorporated into the consent form.”
- **When using the JHU Greenphire ClinCard program:** If your study will use a waiver of documentation (oral consent), then in section 16 (Waiver of Documentation of Consent) item 1, please 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.”

- **When using a sponsor’s Greenphire ClinCard program:** If your study will use a waiver of documentation (oral consent), then in section 16 (Waiver of Documentation of Consent) item 1, please add one of the following sentences:
 - “This study will offer participants a choice to receive payment/reimbursement through a sponsor’s Greenphire ClinCard Program. The standard JHU Greenphire information sheet will be used to explain the use of Greenphire to participants and is consistent with the sponsor’s program.” [Note: this will require confirmation from the sponsor that the information sheet accurately reflects the setup of their ClinCard program.]

OR:

- “This study will offer participants a choice to receive payment/reimbursement through a sponsor’s Greenphire ClinCard Program. Sponsor-specific language about Greenphire has been incorporated into the oral consent form.”

If your study will use multiple consent methods mentioned above, please add the sentence in each section.

For Changes in Research: In section 1 (General Information) item 1 of the Change in Research, 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.”
- **When using the JHU Greenphire ClinCard program:** If your study will use written consent, then in section 15 (Written Consent) item 1, please add the following sentence “This study will offer participants a choice to receive payment/reimbursement through the JHU Greenphire ClinCard Program. The standard Greenphire information sheet will be used to explain the use of Greenphire to participants.”
- **When using a sponsor’s Greenphire ClinCard program:** If your study will use written consent, then in section 15 (Written Consent) item 1, please add one of the following sentences:
 - “This study will offer participants a choice to receive payment/reimbursement through a sponsor’s Greenphire ClinCard Program. The standard JHU Greenphire information sheet will be used to explain the use of Greenphire to participants and is consistent with the sponsor’s program.” [Note: this will require confirmation from the sponsor that the information sheet accurately reflects the setup of their ClinCard program.]

OR:

- “This study will offer participants a choice to receive payment/reimbursement through a sponsor’s Greenphire ClinCard Program. Sponsor-specific language about Greenphire has been incorporated into the consent form.”
- **When using the JHU Greenphire ClinCard program:** If your study will use a waiver of documentation (oral consent), then in section 16 (Waiver of Documentation of Consent) item 1, please add the following sentence “This study will offer participants a choice to receive

payment/reimbursement through the Greenphire ClinCard Program. The standard Greenphire information sheet will be used to explain the use of Greenphire to participants.”

- **When using a sponsor’s Greenphire ClinCard program:** If your study will use a waiver of documentation (oral consent), then in section 16 (Waiver of Documentation of Consent) item 1, please add one of the following sentences:
 - “This study will offer participants a choice to receive payment/reimbursement through a sponsor’s Greenphire ClinCard Program. The standard JHU Greenphire information sheet will be used to explain the use of Greenphire to participants and is consistent with the sponsor’s program.” [Note: this will require confirmation from the sponsor that the information sheet accurately reflects the setup of their ClinCard program.]

OR:

- “This study will offer participants a choice to receive payment/reimbursement through a sponsor’s Greenphire ClinCard Program. Sponsor-specific language about Greenphire has been incorporated into the oral consent form.”

If your study was approved for multiple consent methods mentioned above, please add the sentence in each section.