Incentive Card Order Process

Sign-in to buyWay$ → Select "Order Incentive Cards" under Service Contracts on the buyWay$ Home/Shop → Select cards and create shopping cart → For Research

For Research → Yes → Do you have an IRB Approval Letter?

For Research → No → Complete "Statement of Responsibility" Form → Attach form to requisition in buyWay$ → Assign to Requisitioner

Do you have an IRB Approval Letter? → No → Contact irb@clemson.edu to get approval → Complete "Statement of Responsibility" Form

Do you have an IRB Approval Letter? → Yes → Complete "Statement of Responsibility" Form → Attach IRB approval and "Statement of Responsibility" form to requisition in buyWay$ → Assign to Requisitioner

Assign to Requisitioner → Verify everything is attached and correct → Submit cart for approvals → Distribute cards, complete "Distribution Log" and attach to original requisition in buyWay$