



# LPP : Compensating participants using CNRS credits

Last update March 27, 2026

The instructions below explain how to compensate experimental participants.

The lab Council has voted the following rates of compensation:

- acoustics // perception : 10€/hour/participant
- EGG // Ultrasound // EEG: 15€/hour/participant
- EMA : 20€/hour/participant

Hours paid are the hours during which the participant is actively involved. Set-up time, waiting time and time spent putting the experiment room back in order after the participant's involvement are not paid. If the participant's time is less than an hour, a full hour is paid.

## 1. Prerequisite documents and procedures

You should have already obtained human subjects approval if it is required for your study.

### Purpose of the study

You should have a **general description** of your study and a description of the specific experiment that you are conducting (1 to 2 pages)

### Budget

You should establish an **overall budget** for your study and have it approved ahead of time by the person with budgetary authority for the study's source of financing (an ANR grant, the Labex, the lab's budget ...).

You should determine the **number** of gift cards that you will need and their **amount**.

You need to know the name of the **budget line-item** that will pay for the gift cards (consult the person responsible for the budget).

### Consent

You need to obtain a consent form for each participant. You should prepare a receipt for each gift card (see section 4).

### Inventory of gift cards

For each study, you should create a **table** that lists each gift card that was given to a participant. The list may use pseudonyms rather than the participants' actual names. It must include the identifying **number** for each gift card that is given out, the **identifier for the participant**, and the **date** that they received it.

This list goes to the LPP's administrative manager and the CNRS delegation.

## 2. Contact the CNRS

The financial officer for delegation 01 (Ile de France Villejuif) has to draft an official decision about compensation.

You should contact the financial officer, Mme Sophie Chevalier ( [sophie.chevalier@cnrs.fr](mailto:sophie.chevalier@cnrs.fr) ), and supply the following documents:

- Purpose of the study (see above)
- Total amount of the gift cards
- The budget line that will cover the expense

Copy your message to the LPP's administrative manager and to whoever is responsible for the budget (principal investigator for a project, lab directors if the lab is paying, etc.).

## 3. Purchasing gift cards

Contact FNAC:

- request an invoice from their professional service desk, Mme Bressy (<mailto:contactpro@fnac.com> and <mailto:collectivite.forum@fnac.com>)  
Provide the LPP's client account number : **164535**
- ask the lab director to sign the invoice
- ask the administrative manager to give you the corresponding purchase order
- give the purchase order to FNAC and collect the physical gift cards.  
FNAC should submit the bill via the ChorusPro billing system.

## 4. At the time of the experiment

Ask the participant to sign

- your consent form
- the receipt for the gift card

The receipt should include the following information:

<Name of participant> was compensated on <date> with gift card number XXX in the amount of XX € for participation in <name of study>.

The signed receipt should then be stapled to the corresponding signed consent form.

Make sure that the information about the gift card is listed in the table you prepared that lists which gift card was given to each participant (see section 1).

It is recommended to save this table on a Drive, so long as the participant names are anonymized. You can then share it with the administrative manager so she can prepare a justification for the expenses.

## 5. After completion of the study

If you did not save it to a shared file, give the table that lists the inventory of gift cards to the LPP's administrative manager and also send it to the CNRS delegation financial officer.