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Jennifer Hellwege, Bursar
121 Administration
UNL (0412)

RE: wbs here

Dear Jennifer:

We are currently running a research study (IRB#) that started on date. Because of the sensitive nature of this study (I desire to assure participants as much anonymity as possible) and the fact that we would like the highest percentage of participants possible (which will be encouraged by immediate payment), we would like to give these participants each $10.00 in cash when they finish the study. We will have these participants complete a research participant disclosure form and keep it on file in the department only for auditing purposes.

Note, too, that this will save substantial sums of time and money as compared to the costs of having the State draft individual checks for each participants.

I am asking that you provide me (NUID# 123456) with thirty $10.00 bills on Thursday, date. I will return any money that has not been dispersed within 90 days.

If you have any questions please contact me at phone number. I am the PI on this study.

Sincerely,

YOUR NAME
Department