

## APPENDIX A

### INFORMATION SHEET REGARDING COMPENSATION TO FEDERAL PERSONNEL WHEN THEY PARTICIPATE IN RESEARCH AS HUMAN SUBJECTS

WR AIR Protocol #XXXX “*Insert study title*”

If you are currently a federal employee (military or civilian) or become a federal employee while you are a research subject in this study, you need to be aware of certain payment restrictions due to U.S. laws. If you are a federal employee or become one during this study, please inform the study team right away.

As a federal employee, you can only receive payment for your participation in research supported by the Department of Defense (DoD) if you are on leave or off-duty. The laws requiring this are in place to ensure that federal employees are not paid twice for the same time period (“double-dipping”). There is one exception to this requirement: all research participants are allowed to receive up to \$50 per blood draw even while on duty (what constitutes a blood draw is defined in the research protocol).

Please indicate below whether or not you are a federal employee, then sign and date this form. A copy of the signed form will be kept with the study records.

For Active Duty service members, the definitions of “on leave” and “off duty” are determined by your supervisor. Please talk with your supervisor about his/her requirements for your participation as a research subject. In order for any Active Duty service members to participate in research as human subjects, you must have your immediate supervisor and Company Commander sign the “Statement of Supervisors’ Approval”, Appendix B. You should utilize the provided study “Schedule of Events”, which details the planned dates and duration of study visits, to discuss the study with your chain of command and/or immediate supervisor. You must submit Appendix B, signed and dated, to the study team before you can participate in the study. A copy of Appendix B will be placed in the study file.

If you have any questions or concerns about this policy, please do not hesitate to contact the WRAIR Human Subjects Branch (HSPB) by phone at 301-319-9940 or by email: [usarmy.detrick.medcom-wrair.mbx.hspb@mail.mil](mailto:usarmy.detrick.medcom-wrair.mbx.hspb@mail.mil).

Check your work designation below:

- I am a federal employee (*check one*):
- Civilian
  - Active Duty military

┘ I am NOT a federal employee, but will inform the study staff if that changes during the study.

Participant signature: \_\_\_\_\_ Date: \_\_\_\_\_

