JP MORGAN Quick Pay (QP)

Overview

Corporate Quick Pay is a Digital Payment Solution through JP Morgan Chase. Quick Pay is a secure and easy way to pay Research Participants. Departmental personnel will save a lot of time paying research participants as the Quick Pay system allows you to pay multiple research participants at one time by completing a template. The fees for the usage of QP are very minimal compared to other payment options. (Please see bottom for this information.) The payments to participants are made timely either on the visit date or within 24 hours of the visit date. The payment is made once the department uploads and saves the completed template file to the PI's secure Research Payment shared folder, notifies ORI that a file has been uploaded to the shared folder, ORI uploads the file to the Corporate QP platform and is approved by ORI. Templates that are uploaded to QP before 1:30 PM will be paid that day any files uploaded to QP after 1:30 PM will be paid the next business day.

Researcher Processes

Request to Use Quick Pay:

- PI's or their assigned staff need to contact: Jeannine at ORI, at jr3724@drexel.edu, cc: Jennifer at jr3275@drexel.edu stating they would like to use Quick Pay (QP).
- An QP request form will be sent to department to complete for study they are requesting access.
- Once completed form is received by ORI, ORI will send a JP Morgan QP Payment template to the requestor.

JP Morgan QP Study Template

- JP Morgan created a special template for Drexel University Research, to encompass all items that are needed to pay research participants via the Quick Pay platform.
    - The template is the same for every Drexel University Research Study, it does not change.
    - The blank template should be saved by the department to be used after a file has been completed and uploaded to be paid.
    - The template needs to be saved by the department personnel; suggest using study name and date/s of service.
    - When the department is ready to pay the participants on the file, they need to save the file to the PI's shared folder. (The shared file name cannot exceed 50 characters.)
    - Once the file is saved to the PI's shared folder the department needs to inform ORI so they can proceed with uploading to and approving the file in the QP Platform.
    - The departments study participants will be paid depending on when the department saves the file to the shared folder.

Completion of Template Payment File

- The designated department personnel (decided by department) will complete the excel file. In order to complete the template, the personnel will need to have access to the PI's Shared Folder and know the study information
- The columns on the spreadsheet have headers stating what information is required in each column.
    - Study Participant Email Address, Study Participant Mobile Phone number, Payment Amount, Payment Description, Entity Type (Individual/Business), First Name, Middle Name, Last Name, Address 1, Address 2, City, State, Zip Code, Participant Study ID, Organization Number, Protocol Number, PI Name, Fund Number. (The maximum # of characters for each field are 30)

    - The fields that need to be completed are:
        - Email Address **and/or** Mobile Number (Phone number with no dashes or parentheses)
        - Payment Amount-The max amount to pay a participant on a line is $400 if the payment to them is greater than $400 than they will receive two separate emails/texts for two payments.
        - Payment Description (no more than 30 characters)
        - Entity=Individual
        - First Name, Last Name- Do not need to use the participants actual name can decide how you want to use those columns, i.e. Study, #
        - Participant Study ID
        - Org Number
        - Protocol Number
        - PI Name
        - Fund Number
    - ****Make sure that you inform the participant that they will be receiving a text or email, whichever form you are using to pay them. Tell them that it will say from Chase.**
    - ****Since you are not using their real name and substituting with other information the participant will try to change their name on the notification they receive. Please tell them that their name will not be on there per study purposes and it cannot be changed. They only have to worry about completing the payment information.**

- File needs to be saved as a CSV File, Identifying the study and date.
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        \\files.drexel.edu\projects\Research Payments\PI Folders\

- Email Jeannine Reed-Heil, ORI at jr3724@drexel.edu that file has been saved and the file name.

J.P. MORGAN CHASE QUICK PAY FEES

J.P. MORGAN CHASE QUICK PAY FEES	
SERVICE	AMOUNT
Payment message sent out to participant (text/email)	$0.65
Next day payments made to participant	$0.05
Payment declined or not accepted by participant	$0.20