# Form for compliance (example)

## To justify and assess research compensation

**What this is:** An example of a form used in a federal agency to help justify research compensation.

**How to use this:** Read this carefully before you try to use it to adopt a research compensation practice. Work with your attorneys on what will work in your organization.

This document should be included when paying for user research recruiting and/or compensation, or when submitting P-card information for user research recruiting.

**Project summary**

Request date:

Requestor name & email address:

Project name:

Proposed project dates

Total cost:

Project purpose:

**Funding source**

\_\_\_\_\_ Another agency is paying for this work. They have authorized use of their funds for user research in support of the work.

Program / agency name:

Link to authorization document:

\_\_\_\_\_ My agency is paying for this work from its appropriations. The value of compensating members of the public for participating infuser research is documented below.

1. Does this work directly advance [the agency’s] or the partner’s statutory mission and objectives?

\_\_\_\_\_ No

\_\_\_\_\_ Yes (Explain how the work supports agency / program mission; cite statutory authorities, executive orders, administration priorities, appropriations language, etc. as appropriate) [see mission statements below

[Without compensation, we are likely to only hear from people who can afford the time to volunteer. This will result in products and services that don’t fully meet people’s needs, and thus will be costly to the agency and the government, both in support costs and in refactoring/redesigning costs to meet the needs we learn about from complaints and failures. ]

**Agency mission**

[Include mission statement here.]

Executive orders

[Include title / relevant section here.]

1. Does the benefit to the government outweigh the benefit to the individual?

Why is it so important to the agency?

\_\_\_\_\_ No

\_\_\_\_\_ Yes (Explain how the agency or program will be the primary beneficiary of the user research)

It can be prohibitive for people struggling financially to make time to participate in user research. Our interviews and usability testing often requires an hour or more of someone’s time. Financial obstacles to participation include the need to take time off from work, and/or pay for child care and transportation.

Executive orders have emphasized the need for user research with the broadest range of representation from the public…

What proof is there that the agency’s goals can’t be achieved without compensating individuals?

[in a paragraph or two, cite 1-2 examples of projects where efforts to recruit participants without compensation yielded suboptimal samples ]

1. Has the agency attempted to accomplish its goals through means other than paid user research?

\_\_\_\_\_ No (Explain why not, for example, past experience with similar circumstances; unusual circumstances)

\_\_\_\_\_ Yes (Explain those efforts and why user research is still required)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_