



## Controller's Office – Treasury Management

### Tremendous Procedure

The University uses the Tremendous platform to provide a method for researchers to compensate participants. Tremendous simplifies the payment process for researchers and participants, allowing recipients flexibility to choose their preferred gift card options while ensuring all approvals and documentation are completed appropriately.

#### Funding Request

- Complete the online [Tremendous Request Form](#) and attach the following:
  - Tremendous Approval Form
  - IRB approval letter
- Be sure to include emails of all users authorized to access the Tremendous team and funds.
- Ensure the requestor's signature, Principal Investigator (PI) signature, and departmental approval are included in the approval form.
- The date range the funds are needed must be ***no more than a three month period***.
- Be aware that funds will not be immediately reflected against the department's budget. Therefore, please account for the amounts necessary in your own records.
- Once the forms have been approved, those listed will receive an email from Tremendous prompting them to create an account (if a new user) and notification of funds loaded.
- Funds will be settled by the Controller's Office from prepaid account 19011 a minimum of twice monthly. The expense will remain in the prepaid account until settled.
- Tremendous allows the department to keep track of reward history to maintain records of who received funds and the amounts disbursed.

#### Funds Management

- Departments can request additional funds after your initial load, if needed. The JotForm request will need to be completed again. Note there is a box at the top that allows you to check "Additional Funding Requested."
- At the end of the timeframe specified in the request, the Controller's Office will remove any remaining funds.

For questions or further assistance, please contact [cards@mailbox.sc.edu](mailto:cards@mailbox.sc.edu).