Online Research Surveys

Below are steps to follow when using online service providers (Prolific, MTurk, etc.) to collect research data using online surveys:

- Complete [Software Request Form](#) and follow guidance at the end of the form. Keep a copy of this form. It will need to be attached to the expense reconciliation.
    - Form not required for preapproved vendors (ex: Qualtrics)
- Please use GL #52300900 IT SVC-Ext Vendor
- If being charged to a Sponsored Program, approval from the Research Office is needed
- Required documentation for reconciliation, excluding Qualtrics:
    - Copy of the original invoice.
    - Transaction logs will need to be included in the expense reconciliation. Total amount on logs should equal the amount of the original transaction.
        - Note: Pcard transactions should not be reconciled until a completed transaction log can be provided.
    - Copy of Software Request form and any additional information/approvals required.
    - Copy of approval email from the Research Office, if applicable.

Qualtrics is a pre-approved vendor for Penn State which charges a flat service fee. Providers such as Prolific and MTurk are prepaid accounts and charge per transaction.