



SOP-04 | Participant Compensation

Standard Operating Procedure

Document	SOP-04
Status	Draft for internal approval
Version	0.1
Effective date	Upon approval
Owner	BEER Lab Manager
Review cycle	At least annually
Applies to	Projects and personnel within the scope of this SOP

Behavioral & Experimental Economics Research Lab · Tecnológico de Monterrey

1. Purpose

Ensure that participant compensation is fair, transparent, budgeted, traceable, and consistent across projects while preserving experimental incentives.

2. General rules

- The compensation plan must be approved before recruitment.
- Expected compensation must meet the applicable BEER benchmark unless an approved contextual exception applies.
- Variable incentives should be explained truthfully without revealing information that compromises the design.
- Intervention benefits or transfers are accounted for separately from compensation for research participation.

3. Laboratory and synchronous sessions

- Participants who complete the session receive at least the applicable guaranteed amount plus experimental earnings, if any.
- A participant who arrives on time but cannot participate because of overbooking, cancellation, or project failure receives the show-up payment.
- A participant who withdraws after beginning receives compensation consistent with the approved consent and payment plan; earned amounts already determined should not be forfeited solely because of withdrawal unless the protocol clearly and ethically requires otherwise.

4. Online studies

- Asynchronous studies use the expected completion time, not the fastest completion time, to assess the hourly benchmark.
- Synchronous online studies apply a show-up/technical-failure payment when a participant connects on time but the researcher cannot run the session.
- Analytical exclusion for attention, speed, or data quality does not automatically authorize non-payment.

5. Field studies

Compensation is context-specific and should consider time, travel, waiting, local norms, and undue-influence risk. The Tec/Monterrey pool rate is a benchmark, not an automatic field rate.

6. Payment procedure

1. Before recruitment, submit expected minimum, mean, maximum, and payment method.
2. Confirm sufficient funds before each session or fieldwork day.
3. At payment, use the project participant ID and payment record; do not place behavioral decisions on the accounting sheet unless necessary.
4. For cash, two-person reconciliation is preferred when amounts are material.
5. For electronic payment, maintain a reconciliation file separate from analytical data.
6. Resolve failed payments promptly and document the resolution.

7. Rounding and lotteries

If lotteries, random-payment schemes, or exchange rates are used, the rule must be disclosed truthfully and implemented exactly as announced. Rounding rules must be specified in advance.

8. Records

- Approved compensation plan
- Funding confirmation
- Payment roster/accounting record
- Failed-payment log
- Cash reconciliation when applicable

9. Related documents

- Compensation Schedule
- SOP-05 Laboratory Sessions
- SOP-06 Online Experiments
- SOP-07 Lab-in-the-Field Experiments