**Online Coordinators (MTurks, Prolific Academic, etc.)**

**Description:** Study subjects can be paid through the use of an online coordinator such as Amazon Mechanical Turk or Prolific Academic. These services coordinate entities that want to advertise tasks – e.g. surveys – with people who can sign up to perform the tasks and receive a payment.

The Finance Office reviews outgoing participant payments including the use of an Online Coordinator such as MTurks or Prolific Academic.

**Approval Process:**

**Step 1:** Fill out the [Online Coordinator Program Request Form](https://ucdenverdata.formstack.com/forms/online_coordinator_request). All fields with a red asterisk are required.

**Step 2:** Once top section of the form is completed and signed by the Requestor/Custodian, select ‘Save and Resume Later’ > ‘Save and Get Link’ to get a sharable link. Copy the provided link and send to the Department Authorizer to review and sign.

**Step 3:** Send completed form with requestor & department signature to the Compliance team for review by selecting the ‘Submit Form’ button.Form will automatically route to reviewers after submission.

**Step 4:** Compliance will review the request and follow up to clarify any items – please allow one week for this review.

**Step 5:** Once all necessary details are gathered, Compliance will route the request for the remaining signatures.

**Step 6:** Once Compliance receives the remaining approval(s), the requestor and department authorizer will be notified by email that they are allowed to proceed. At this point funds can be loaded into the Online Coordinator system using a CU Procurement Card. The signed request form and email will serve as evidence of campus approval.