

## Instructions for Funding Research through CloudResearch

1. Use @BGSU.edu email accounts
2. Email Sue Wax ([suewax@bgsu.edu](mailto:suewax@bgsu.edu)) with the following information:
  - a. Approved IRB Consent form
  - b. Screen shot of Cloud Research estimate (see below)
  - c. Any other relevant information (e.g., what account is being charged – startup, IPRA, etc.)

The screenshot displays the CloudResearch dashboard for a study titled 'Content Validation'. The study ID is 248269 and it is marked as 'Ready' with 0/250 workers. A red warning box indicates an 'Insufficient Lab Balance' with a total lab fee of \$15.00 and an additional funding need of \$15.00. The 'Lab Fee Details' section shows an Amazon cost of \$225.00 and a Lab Fee of \$15.00, both circled. The total study cost is \$240.00. The dashboard also includes sections for 'External Survey Link', 'Secret Code', 'Assignment Approval', 'Average Time', 'Median Time', 'Expected Time', 'Maximum Time', 'Completion Rate', and 'Bounce Rate'. The 'Worker Payment' section shows a rate of 0.75. The 'Estimated Cost' section breaks down the total cost into Amazon and CloudResearch fees. The 'Using Universal Exclude List' section includes options for MicroBatch, HyperBatch, Block Duplicate IP Addresses, Block Suspicious Geocode Locations, Anonymize Worker IDs, Verify Worker Country Location, Enhanced Privacy, and CloudResearch Approved Participants.

3. The Lab fees (circled in green) require a purchase order submitted by Sue. Funds should show up in your CloudResearch account after the purchase order is fulfilled.
4. The Amazon (MTurk) fees (circled in red) can be charged to the department credit card and are paid through your linked Amazon account. [Here](https://go.cloudresearch.com/knowledge/linking-turkprime-and-aws-accounts) is more information about how to link your MTurk account with your CloudResearch account (<https://go.cloudresearch.com/knowledge/linking-turkprime-and-aws-accounts>). After linking accounts, you can click on the MTurk balance (see circled below) to add funds to your account using the department credit card.

The screenshot shows the CloudResearch dashboard with the account type set to 'Academic'. The MTurk Balance is \$1,755.00, which is circled in red. The Lab Balance is \$0.00. The dashboard also includes the CloudResearch logo and the text 'powered by turkprime'.

5. After receiving your receipt for the Amazon prepaid HIT purchase, forward your confirmation email receipt to Sue ([suewax@bgsu.edu](mailto:suewax@bgsu.edu)).
6. Be sure to delete credit card information from your Amazon account to avoid making unauthorized purchases 😊

Other helpful resources:

- <https://www.cloudresearch.com/support/>
- <https://www.cloudresearch.com/resources/blog/>
- <https://www.cloudresearch.com/resources/guides/>