****** PLEASE REVIEW THIS BEFORE COMPLETING DOCUMENTS FOR UPLOAD *******

BCAP Required Documents Checklist

NOTE: All documents must be complete, signed and dated including parental signatures where applicable

☐ Media Release Form

- Print clearly where indicated
- Check one of the boxes indicating your consent
- This document must be signed by both student and parent and dated

☐ General Release

- Print clearly where indicated
- Indicate student name for "participant name" and include student's date of birth
- On the second page, print the *day* and *month* the document is being signed
- This document must be signed by a parent/guardian
- This document must be signed and dated by a witness (**cannot** be the student)

☐ Honoraria/Award Data Form

- Print clearly where indicated
- In the box labeled, "Banner ID/SSN/ITIN", please indicate student Social Security Number
- Answer all questions
  - This research program is ***not*** employment with Wayne State University WSU)
    - For the question that asks, if you are "*Full or Part-time employee*" of WSU, please indicate "***No***"
  - For the question that asks if you are a "student at Wayne State University", please indicate "***No***"
  - If you have received payments in the last 12 months from WSU through other programs, please indicate that information; if not, indicate "**No**"
- This document must be signed and dated by the student

☐ W9 (return page 1 only)

- Please print clearly where indicated
- Please complete page 1 in its entirety; the student's SSN must be on page 1
- Page 2 – 6 is for your information only
- Return page 1 of this document, signed and dated by the student

For questions on any forms, contact us at 313.625.1415
Please ensure all documents are returned by Friday April 26, 2019