



Controller's Office – Treasury Management

Tremendous Procedure

Tremendous is a program USC uses to help researchers compensate their participants. This procedure aims to simplify that process for researchers and participants, providing them with the choice of gift cards while ensuring all approvals and documentation are completed appropriately. The purpose of using Tremendous is to provide a streamlined process for researchers to compensate participants using gift cards, allowing recipients the flexibility to choose their preferred payment options.

Funding Request

- Complete the online [Tremendous Request Form](#) and attach the following:
 - Tremendous Approval Form
 - IRB approval letter (if applicable)
- Be sure to include all email addresses of Tremendous users authorized to access the team and funds.
- Ensure the requestor's signature, Principal Investigator (PI) signature, and departmental approval are included in the forms.
- The date range the funds are needed must be no more than a three-month period.
- If purchasing human subject incentives, attach your IRB approval to the JotForm request.
- Once the forms have been approved, the Controller's Office will add the emails listed on the forms to the team. Those listed will receive an email from Tremendous prompting them to create an account.

Funds Disbursement

- On the initial request forms, Specify the initial amount needed. Note that amounts will be set up as dwindling based on your request.
- Be aware that funds will not be immediately reflected against the department's budget. Therefore, please account for the amounts necessary in your own records as well.
- Funds will be settled periodically by the Controller's Office from account 19011, which is a prepaid account. The expense will remain in the prepaid account until rewards are distributed.
- Tremendous allows the department to keep track of reward history to maintain records of who received funds and the amounts disbursed.

Funds Management

- Departments can request additional funds, or a reload, after your initial allocation date if needed. The online form will need to be completed again. Note there is a box at the top that allows you to check "Additional Funding Requested."
- At the end of the timeframe specified in the request forms, the Controller's Office will remove any remaining funds.
- Ensure all documentation and approvals are properly archived for future reference.

For any questions or further assistance, please contact cards@mailbox.sc.edu.