Approving a Study Fund Request

After a Study Fund Request is entered in myUFL, it must be approved by a department or unit approver. The designated approver will receive a system-generated email indicating that approval is needed.

Note: To perform this process, you must have the following myUFL security role: **UF_FI_HSP_SFR_APPROVER**. You must also complete the HSP Authorize Approver Request form and forward it separately to Treasury Management so that you can be associated in the system with your department(s).

To approve a Study Fund Request, perform the following steps:

1. Click the menu icon. Navigate to **Main Menu > Financials > UF Human Subject Payments > Study Fund Request**. The HSP Study Fund Request search page displays.

2. To locate the Study Fund Request, enter the HSP Request ID or IRB Protocol and then click **Search**. The Study Fund Request displays.

   **Tip: The HSP Request ID is included in the system-generated email.**

3. Review the details of the request, including IRB end date, funding availability, and reasonableness of request.

4. Take action for the request:
   - To approve, click the **Approve** button and then click **Yes** to confirm. The request is forwarded to Treasury Management, and the request status is set to “Dept Aprvd.” Treasury Management will review the request and then approve or deny it within two business days.
   - To deny, click the **Workflow Comments** link and enter a comment explaining why the request is denied. Click **Deny** and then click **Yes** to confirm. The request status is set to “Denied.”