

## Approving a Study Fund Request

**Objective:** To review and approve a submitted Study Fund Request in myUFL.

This process must be completed by a department or unit approver. The designated approver will receive a system-generated email with the HSP Request ID 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 Approver Authorization Request Form (available on the Finance and Accounting [website](#)) 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 click **Search**. The Study Fund Request page will display.

**Tip: The study can also be accessed by clicking the link 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 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".

The screenshot displays the 'HSP Study Fund Request' page for request ID 0000002514. At the top, there are buttons for 'Deny', 'Approve', and 'Workflow Comments'. Below this, a table shows request details: Sequence Number 0, Creation Date 04/14/2020, Status Submitted, and Approval Date. The 'Contact Info' section includes fields for Study PI (26780377), Name (Mathevs, Anne), Email (anne.mathevs@ufl.edu), Dept Contact (09970210), Name (Vargas, Andrea Joanna), Email (ninavargas6204@php.ufl.edu), Custodian ID (31745317), Name (Hosford, Jennifer L), Email (jennifer.hosford@peds.ufl.edu), and Custodian Address (1478 Union Road). There is a checked box for 'Custodian Acknowledgement' and an 'Update Study Team' button. The 'Study Info' section shows IRB/Protocol No. 201800010, IRB Study Title 'Developmentality and the Anthropology of Partnership (DEVANT)', Expiration Date 02/07/2022, Total Study Amount for HS Pmts 2500.00, Total Participant Count 100, and HSP Data Requirement Tier. An 'Edit IRB Study Details' button is also present.

**Figure 1: Study Fund Request, Ready for Approval**