
Closing an HSP Study Fund Request

Objective: To reconcile and close Study Fund Requests in the HSP Module.

Note: Study coordinators must reconcile payment activity, return unused payment types to Treasury Management, and request closure of the SFR **within 60 days** of IRB protocol expiration date or conclusion of the study, whichever comes first. Department administrators may request a 30-day extension period with appropriate justification. Requests should be sent to Treasury Management (Treasury-hsp@admin.ufl.edu).

To request closure of a Study fund Request, perform the following steps:

Run the HSP Reconciliation Report

Note: To perform this process, you must have an active HSP Security Role in myUFL.

1. Navigate to **Main Menu → Financials → UF Human Subject Payments → Reports and Logs → UF HSP Report Request**.
2. From the **Report Name** drop-down menu, select the **HSP Reconciliation Report**.
3. Enter the 10-digit **HSP Request ID** for the study you wish to reconcile.
Note: From Date and To Date fields are not required.
4. Click **Run**. The results will populate in an Excel spreadsheet.
5. Compare participant payments listed on the HSP Reconciliation Report with any remaining cards/funds on hand and resolve all differences.

Request Study Closure

1. Contact Treasury Management via email to request closure of the study. Be sure to include the following information:
 - HSP Request ID
 - IRB Protocol Number
 - Unused payment types to be returned, if applicable
 - Quantity, denomination, and dollar value
 - 19-digit prepaid debit card Proxy ID numbers
 - Gift card numbers

Note: Treasury Management will verify the information provided and schedule an appointment to return any unused payment types. A confirmation email will be sent to the study administrator(s) when the study closure has been completed.

Returned unused payment types eligible for credit will be refunded to the original funding source.