

Modifying a Study Fund Request

Objective: To modify an approved or denied Study Fund Request in myUFL for the purpose of requesting additional payments and/or updating details relating to the study.

Note: To perform this process, you must have the following myUFL security role: **UF_FI_HSP_INITIATOR**

Note: Modify Request cannot be used to update an IRB/Protocol No.

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

1. Click the **Menu** icon.
2. Navigate to **Main Menu > Financials > UF Human Subject Payments > Study Fund Request**. The HSP Study Fund Request search page will display.
3. To locate the Study Fund Request, enter the **HSP Request ID** or **IRB Protocol** and then click the **Search** button. The Study Fund Request page will display.

Tip: The HSP Request ID is included in the system-generated email that is sent when the request is originally created and approved.

4. Click the **Modify Request** button and then update the information as needed. A variety of details can be modified, including:
 - **Study PI**
 - **Dept Contact**
 - **Custodian ID**
 - **Custodian Address and Phone Number**
 - **Max Amount Paid to Each Participant in a Calendar Year**
 - **Funding Source**
 - **Requested Amount (for a 2-month supply of payments)**
 - **Payment Details***
5. Click the **Workflow Comments** link and type a short description of the details that were modified. Comments entered will assist the approver's review.
6. Click the **Submit for Approval** button.
7. Click **Yes** to confirm. The modified request status is set to "Submitted" and your department approver will receive a system generated email indicating that approval is needed.

***Note: At least one payment card must be entered into the Payment Details section in order to submit the request. If no additional payment types are being requested, select a Payment Type and Vendor, enter a quantity of 1, and choose "N/A" for the Delivery Method to proceed with the submission.**