Modifying a Study Fund Request

After a Study Fund Request has been approved in myUFL, it can be modified. Keep in mind: updates to a Study Fund Request must be approved. 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_INITIATOR**

**Note:** Modify Request can be used to change the requested amount (for two months) or the number of gift/payment cards the study requires when the payment needs of a study have changed.

To replace funds or gift/payment cards that have been disbursed, you need to request replenishment. For more information, please refer to the Instruction Guide titled, “Replenishing Study Funds.”

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 displays.

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 displays.

   **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**
   - **Department Contact**
   - **Custodian ID**
   - **Custodian Address and Phone Number**
   - **Max Amount Paid to Each Participant in a Calendar Year**
   - **Funding Source**
   - **Requested Amount (for two months)**
   - **Payment Type**

5. Click the **Workflow Comments** link and then 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 is submitted into workflow and forwarded to your department approver. The request status is set to "Submitted."