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_RPP_PROCESSOR.**

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 Research Participant Payments > StudyFund Request**. The RPP Study Fund Request search page will display.

3. To locate the Study Fund Request, enter the **RPP Request ID** or **IRB Protocol** and thenclick the **Search** button. The Study Fund Request page will display.

   TIP: THE RPP 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 ofdetails 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 thatwere 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.