

Registering Participants

Objective: To register research participants in the Human Subject Payments module so that their payments can be recorded.

The Study Fund Request (SFR) must be in Approved status before you will be allowed access.

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

UF_FI_HSP_PAYMENT_PROCESSOR

Accessing the Research Participant Payment Log

To access the Research Participant Payment Log, perform the following steps:

1. Click the **Menu** icon.
2. Navigate to **Main Menu > Financials > UF Human Subject Payments > Payment Log**. The HSP Payment Log search page will display.
3. Use the **Search by** feature to locate the study to which participants will be registered. You can search by:
 - HSP Request ID
 - IRB Number
 - Study PI ID

Searching for a Participant

Before registering a participant, you first need to determine whether the individual is already entered in the system. To do this, perform the following steps:

1. Click the **Add Research Participant** button.

Research Participant Pymt Log

Request ID 0000002514
IRB Number 201800010

Add Research Participant

Participant ID	Name	Participant Payment Total
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1 of 1

Figure 1: HSP Participant Payment Log

2. Enter search criteria for the participant using the **Search 2** section of the **HSP Participant Search** screen. The most effective method to search is to enter the first name, last name, and mailing zip code of the participant to be registered.
3. Click the **Search** button. If the individual is already entered in the system, his or her details will display in the lower section of the page. If the individual is not yet entered in the system, no search results will be displayed.

Registering a Participant

1. If the individual is already entered in the system:
 - a) Click the radio button for the person in the lower section of the page and then click the **Add Selected Person to Study** button.
 - b) Verify the demographic information recorded in the system is correct.
 - c) Update the demographic information, if needed.
 - d) Skip to **Step 3** below.
2. If the individual is not entered in the system:
 - a) Scroll down, if needed, and then click the **Add New Person to Study** button.
 - b) Enter the person's demographic information in the remaining fields.
3. Click the **Add** button. A message displays to confirm the participant has been registered to the study.
4. Click **OK**.
5. Click the **Return to Payment Log** button. You're now ready to begin entering a payment.