Replenishing Study Funds

After a portion of the cash or gift/payment cards have been disbursed, you can request replenishment. Keep in mind: Requests for replenishment of study funds must be approved by Treasury Management.

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

> ***Note: When the payment needs of a study have changed, you can use Modify Request to adjust the requested amount (the maximum to be held on-hand for two months) or the number of gift/payment cards the study requires. For more information, please refer to the Instruction Guide titled, "Modifying a Study Fund Request."***

To request replenishment of study funds, perform the following steps:

1. Click the **Menu** icon.

2. Navigate to **Main Menu > Financials > UF Research Participant Payments > Study Fund Request**.

3. To locate the Study Fund Request, enter the **RPP Request ID** or **IRB Protocol** and then click the **Search** button. The Study Fund Request displays.

4. Click the **Add Replenishment** button.

Figure 1: Study Fund Request page, Add Replenishment button

5. Enter the details for the requested replenishment. Keep in mind: the system will automatically load the Payment Type and Vendor as well as the original requested amounts; you should adjust the amounts as needed.[1]

- **Number of Cards/Checks**

- **Deliver Card Unloaded**

- **Amount per Payment Type**

- **Delivery Method**

- **Requested Amount**

- **First Expected Payment Date (for the replenishment funds)**

6. Click the **Submit for Approval** button.

   Note: You can save and submit the request later, if needed. You can return to the replenishment request by clicking the Add Replenishment Button from the SFR.

7. Click **Yes**. The request is submitted into workflow and forwarded to Treasury Management for approval.

HSP Request ID 0000000528		Sequence Number	1				

Replenishment Number	1	Creation Date 06/23/2015		Status Submitted	Approval Date		Submit for Approval		Workflow Co

Payment Details

	Payment Type	Vendor	Number of Cards/Checks	Deliver Card Unloaded	Amount per Payment Type	Delivery Method	Spe
1	Cash		0	☐	800	Pick Up ▾	Spe
2	Prepaid Debit Card	Citibank	8	☑	0.00	Pick Up ▾	Spe

Funding Source

	Business Unit	Fund Code	Department	Program Code	Budget Reference	CRIS	Source of Funds	Dept Flex	EmplID	PC Business Unit	P
1	UFLOR	209	29050000	2200	CRRNT		G000790			GRANT	0

Save   Cancel

Figure 2: Request Replenishment page