

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.

The screenshot displays the 'Study Fund Request' page for HSP Request ID 0000000528. At the top, it shows 'HSP Request ID 0000000528'. Below this, there are fields for 'Sequence Number 1', 'Creation Date 06/09/2015', 'Status Approved', and 'Approval Date 06/09/2015'. Two buttons are visible: 'Modify Request' and 'Add Replenishment', with the latter being highlighted by a red rectangular box. The page is divided into two main sections: 'Contact Info' and 'Study Info'. The 'Contact Info' section includes fields for 'Study PI' (00061658), 'Dept Contact' (89501225), and 'Custodian ID' (65712773), along with names and email addresses for Perry, Susan; White, Alan; and Miller, Katherine. It also has fields for 'Custodian Address 1' (903 W. University Avenue), 'Address 2', 'City' (Gainesville), 'State' (FL), 'Zip' (32611), and 'Phone Number' (352/378-6787). There is a checkbox for 'Custodian Acknowledgement' and an 'Update Study Team' button. The 'Study Info' section includes 'IRB/Protocol No.' (14U0832), 'IRB Study Title' (The Role of Plant Brands in Consumer Preference for Plants and Their Preceptions of Plant Quality), 'Expiration Date' (05/01/2016), 'Total Study Amount for HS Pmts' (2500.00), 'Total Participant Count' (50), and 'HSP Data Requirement Tier' (1). At the bottom, there is a field for 'Max Amt Paid to Each Participant in a Calendar Year' (75.00) and an 'Edit IRB Study Details' button.

Figure 1: Study Fund Request page, Add Replenishment button

Instruction Guide

- 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)**
- 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.
- 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	<input type="checkbox"/>	800	Pick Up	Spe
2 Prepaid Debit Card	Citibank	8	<input checked="" type="checkbox"/>	0.00	Pick Up	Spe

Funding Source

Business Unit	Fund Code	Department	Program Code	Budget Reference	CRIS	Source of Funds	Dept Flex	EmpIID	PC Business Unit	P
1 UFLO	209	29050000	2200	CRRNT		G000790			GRANT	00

[Save](#) [Cancel](#)

Figure 2: Request Replenishment page