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 Human Subject Payments > Study Fund Request**.
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.
4. Click the **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.

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![Figure 2: Request Replenishment page](image-url)