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 **Main Menu**, click **UF Human Subject Payments**, and then click **Study Fund Request**.

2. 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.

3. Click the **Add Replenishment** button.

*Figure 1: Study Fund Request page, Add Replenishment button*
4. 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)

5. 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.*

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

---

Figure 2: Request Replenishment page

---

¹ Updated: July 17, 2015
Page 2 of 2