**UF Research
Participant Payments
Faculty Overview**

UF | Finance & Accounting
UNIVERSITY *of* FLORIDA

UF | Training & Organizational
Development
Human Resources
UNIVERSITY *of* FLORIDA

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OVERVIEW OF UF RESEARCH PARTICIPANT PAYMENT SYSTEM

The **UF Research Participant Payment** (**RPP**) **system** in myUFL is used to register all studies, record research participant payments, and store research participant payments and data in a confidential and secure central database.

The RPP system assists faculty with research participant payment requests related to UF funding and sponsored agreements. This is important to comply with UF, federal, and state rules and regulations.

The RPP team consists of the **Principal Investigator**, **Department Contact**, **Department Custodian**, and **Cost Analysis**.

The RPP workflow:

1 A department's HSP initiator creates the Study Fund Request (SFR) in myUFL

2 SFR is submitted to the Department/College approver for review and approval

3 SFR is submitted to Cost Analysis for approval

4 Requested payment types are ordered and provided to the Study Custodian

5 Participants are registered in the RPP system

6 Payments are recorded
• When additional study funds are needed, a request for replenishment can be applied to the SFR

7 After all payments to participants have been disbursed, the SFR can be closed, and any unused payment cards can be returned to Cost Analysis for credit to the study

CREATING A STUDY FUND REQUEST

For research participants to receive payments, a Study Fund Request (SFR) must first be setup in myUFL. To create the Study Fund Request an active IRB protocol is required.

The Study Fund Request requires **contact information** on the following fields (highlighted above):

- **Study PI**
- **Department Contact** – the person to be contacted if there are any questions/concerns with the SFR or study payments
  - o The Department Contact should take the following courses: PRV800, PRV804, and RSH320
- **Study Custodian** – the person in charge of the storing and safekeeping of payments (cash, gift cards, debit cards, etc.)
  - o The Study Custodian is required to review and accept an agreement that outlines the responsibilities and best practices of the custodian role. They must also complete the courses PRV800, PRV804, and RSH320
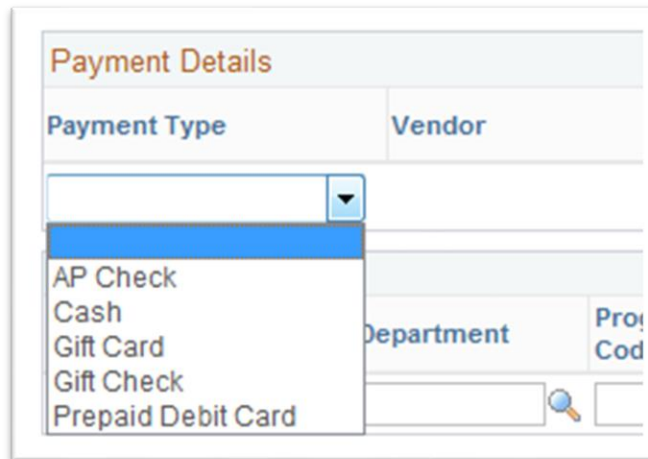
You will need to determine how much you are requesting for the study, when the payments will be made, and how much is paid to each participant. This decision is made by agreement between you as the PI and the Sponsor. You will find this is part of the awarding documentation provided from the Sponsor. Your administrator will need this information to create the SFR.

The types of payments available are:

- **Gift Cards** – Delivery method is pickup only
- **US Bank Cards** – Delivery Method is pickup and courier is available but only to the Health Science Center
- **EGift Cards** – Electronic delivery
- **Cash** – Only available through special approval by Cost Analysis

Study custodians can return unused debit cards and undistributed gift cards for a refund to the study fund request.

To look up the status of a SFR, you must ask your Department Contact or Custodian or email Cost Analysis.

APPROVING STUDY FUND REQUESTS

A SFR must be approved before the funds are available to disburse to participants. A member of your study team/dept should be designated to this purpose.

After the approver has approved the request at the departmental level, Cost Analysis' time frame for approval is:

Plastic Gift Cards

3-7 Business Days
depending on the vendor

US Bank Cards

2-3 Business Days

E Gift Cards

2-3 Business Days

In the case your SFR is denied, you would fix the issue leading to the denial and then resubmit.

Best practices to help ensure your SFR's are approved are:

- Add a valid IRB end date
- Make sure funds are available
- Be sure your request is reasonable. Examples of unreasonable requests include:
  - Requesting $1,000,000 for 10 cards for a study with 10 participants
  - Requesting more than a 2 month time frame for a study request. This is due to the fact that often times, if the entire 5 year payments are requested, to many cards are purchased and ordered that may need to be returned to Cost Analysis
- Make sure ChartField is complete, correct, and valid
- Make sure the contact information is correct

Before any funds can be disbursed, all participants must be registered in the HSP system.

REPLENISHING FUNDS

Funds are requested **2 months at a time**. Given that many studies are spread over years, it is important to plan out how many replenishments you will need. Replenishments are needed when the next research participant payments are required.

> Be aware of the processing time required to fill a request! Waiting until the last minute could result in requests not being filled in time.

If you need to replenish the funds available to your participants after the initial disbursement, your administrator can do this by modifying the SFR in the HSP system. After the modification is initiated, it must be departmentally approved and then approved by Cost Analysis.
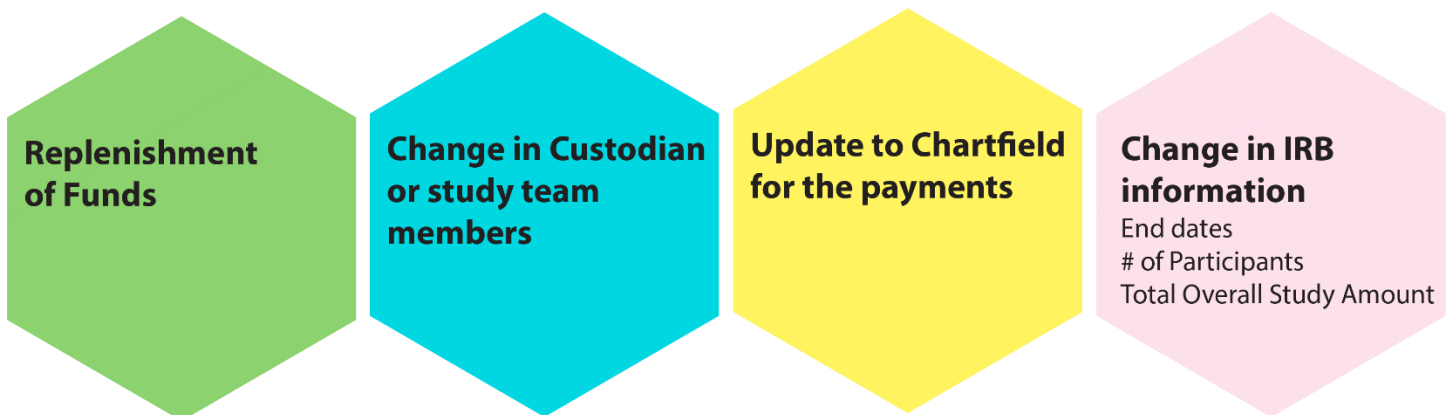
MODIFYING A SFR

If the payment needs of a study changes, the SFR can be modified to reflect the changes.

The modification must be approved by the department reviewer and Cost Analysis.

Examples Include:

Replenishment of Funds

Change in Custodian or study team members

Update to Chartfield for the payments

Change in IRB information
End dates
# of Participants
Total Overall Study Amount

> A SFR should be closed when no longer needed or the IRB is expired. Any unused payment cards can be returned to Cost Analysis for credit to the study