

Approving a Study Fund Request

Objective: To review and approve a submitted Study Fund Request in myUFL.

This process must be completed by a department or unit approver. The designated approver will receive a system-generated email with the RPP Request ID indicating that approval is needed.

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

UF_FI_RPP_SFR_APPROVER. You must also complete the RPP Approver Authorization Request Form (available on the UF Research Participant Payment Team [website](#)) and forward it separately to Cost Analysis (hsp@admin.ufl.edu) so that you can be associated in the system with your department(s).

To approve a Study Fund Request, perform the following steps:

1. Click the menu icon. Navigate to **Main Menu > Financials > UF Research Participant Payments > Study Fund Request**. The RPP Study Fund Request search page displays.
2. To locate the Study Fund Request, enter the **RPP Request ID** or **IRB Protocol** and click **Search**. The Study Fund Request page will display.

TIP: THE STUDY CAN ALSO BE ACCESSED BY CLICKING THE LINK IN THE SYSTEM-GENERATED EMAIL.

3. Review the details of the request, including IRB end date, funding availability, and reasonableness of request.
4. Take action for the request:
 - To approve, click the **Approve** button and then click **Yes** to confirm. The request is forwarded to Cost Analysis, and the request status is set to "Dept Aprvd". Cost Analysis will review the request within two business days.
 - To deny, click the **Workflow Comments** link and enter a comment explaining why the request is denied. Click **Deny** and then click **Yes** to confirm. The request status is set to "Denied".

The screenshot displays the 'HSP Study Fund Request' interface. At the top, it shows the 'HSP Request ID' as 0000002514. Below this, a summary row includes 'Sequence Number' (0), 'Creation Date' (04/14/2020), 'Status' (Submitted), and 'Approval Date'. To the right of this row are buttons for 'Deny', 'Approve', and 'Workflow Comments'. The main content is divided into two sections: 'Contact Info' and 'Study Info'. The 'Contact Info' section lists details for the Study PI (26780377), Dept Contact (09970210), and Custodian (31745317), including names and email addresses. The 'Study Info' section shows the IRB/Protocol No. (201800010), IRB Study Title ('Developmentality and the Anthropology of Partnership (DEVANT)'), Expiration Date (02/07/2022), Total Study Amount for HS Pmts (2500.00), and Total Participant Count (100). There are also buttons for 'Edit IRB Study Details' and 'Update Study Team'.

FIGURE 1: STUDY FUND REQUEST, READY FOR APPROVAL