

## 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\_HSP\_SFR\_APPROVER**. You must also complete the RPP Approver Authorization Request Form (available on the Finance and Accounting [website](#)) and forward it separately to Cost Analysis 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".

HSP Study Fund Request

HSP Request ID 0000002514

Sequence Number 0 Creation Date 04/14/2020 Status Submitted Approval Date   [Workflow Comments](#)

**Contact Info**

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Dept Contact 09970210	Name Vargas, Andrea Joanna	Email ninavargas6204@php.ufl.edu
Custodian ID 31745317	Name Hosford, Jennifer L	Email jennifer.hosford@peds.ufl.edu
Custodian Address 1 1478 Union Road	<input checked="" type="checkbox"/> Custodian Acknowledgement	
Address 2	<input type="button" value="Update Study Team"/>	
City Gainesville	State FL	Zip 32611
Phone Number 352/392-9057		

**Study Info**

IRB/Protocol No. 201800010

IRB Study Title Developmentality and the Anthropology of Partnership (DEVANT)

Expiration Date 02/07/2022  Override expiration

Total Study Amount for HS Pmts 2500.00 Total Participant Count 100

HSP Data Requirement Tier

**Figure 1: Study Fund Request, Ready for Approval**