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”.

![Study Fund Request, Ready for Approval](image-url)