

Registering Participants

Research participants must be registered in the Research Participant Payments module before payments can be recorded. Please note: The Study Fund Request (SFR) must be in Approved status before you will be allowed access.

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

Accessing the Research Participant Payment Log

To access the Research Participant Payment Log, perform the following steps:

1. Click the **Menu** icon.
2. Navigate to **Main Menu > Financials > UF Research Participant Payments > Payment Log**. The RPP Payment Log search page displays.
3. Use the **Search by** feature to locate the study to which participants will be registered. You can search by:
 - RPP Request ID
 - IRB Number
 - Study PI ID

Searching for a Participant

Before registering a participant, you first need to determine whether the individual is already entered in the system. To do this, perform the following steps:

1. Click the **Add Research Participant** button.

Research Participant Pymt Log

Request ID 0000000528
IRB Number 14U0832

Add Research Participant

Participant ID	Name	Participant Payment Total

1 of 1

Figure 1: RPP Participant Payment Log

Instruction Guide

2. Enter search criteria for the participant. When a social security number is available, this is most effective method is to search. When an SSN is not available:
 - a) The **Search 1** section provides useful options for locating UF faculty, staff, or students such as UFID and Gatorlink ID.
 - b) The **Search 2** section features additional options to search. Type the person's **First Name, Last Name**, and one of the following:
 - **Date of Birth**
 - **Permanent Mailing Zip Code**
 - **Telephone**
 - **Primary Email Address** – Use Primary Email Address to search only when you do not have Date of Birth, Permanent Mailing Zip Code, or Telephone information.
3. Click the **Search** button. If the individual is already entered in the system, his or her details will display in the lower section of the page. If the individual is not yet entered in the system, no search results will be displayed.

Registering a Participant

1. If the individual is already entered in the system:
 - a) Click the radio button for the person in the lower section of the page and then click the **Add Selected Person to Study** button.
 - b) Verify the demographic information recorded in the system is correct.
 - c) Update the demographic information, if needed.
 - d) Skip to **Step 3** below.
2. If the individual is not entered in the system:
 - a) Scroll down, if needed, and then click the **Add New Person to Study** button.
 - b) Enter the person's demographic information in the remaining fields, as appropriate.
3. Click the **Add** button. A message displays to confirm the participant has been registered to the study.
4. Click **OK**.
5. Click the **Return to Payment Log** button. You're now ready to begin entering a payment.