



Cash Advance for Research Participants Request Form

Submit this completed form to your Divisional Business Office so an authorized person may submit the request in Workday on your behalf.

You **must** submit an IRB Approval or Exemption Letter **and/or** an Advarra Exemption Waiver (if applicable) with this request form.

Important notes:

- Cash Advances for Research Participants are open for three (3) months/90 days or less at a time.
- Cash Advance account must be closed and reconciled in Workday within 30 days of the end date.
- Tax Compliance and Reporting for Research Participant Payments can be found in Policy UW-3005. All required tax reporting information should be provided to your 1099 Specialist.

Request details

Custodian name (Cash Advance requester):

Date:

Amount requested:

IRB/Study/Project Title:

IRB Approval Number:

IRB start date:

IRB end date:

Start date (first day of research participant payments):

End date (last day of research participant payments):

Note for above: There is a 90-day maximum between start and end dates.

Description of cash advance request:

Project description and justification/business purpose of cash advance usage (e.g. cash, gift cards, etc.):

Method of payment

How you will receive funds: Direct deposit ☐ OR Check ☐

Cash Advance and reimbursement payment will default to a direct deposit payment type in the Spend Authorization. The direct deposit information you have entered for expense reimbursements will be used for this Cash Advance payment.

If an exception is needed, please choose Check Payable when creating the Spend Authorization. Please note this option will require additional time to receive the payment. The check will be mailed to the personal home address of the payee found in Workday at the time the Spend Authorization is created.

Workday funding

Driver Worktag (program/gift/grant/project):

Cost Center:

Fund:

Function:

Research Participant Payment details

Minimum amount to be paid to each participant: \$

Maximum amount to be paid to each participant: \$

Estimated number of participants in 90 days:

Estimated amount of funds being paid out in the next 90 days: \$