

# UF | Human Subject Payments



## HSP Custodian Agreement

### Custodian Acknowledgement

Sign into myUFL and Navigate to Human Subject Payments>Study Fund Request if you wish to review the Payment Types (i.e. cash, prepaid cards, gift cards), suppliers, and amounts.

As custodian, you are responsible for safeguarding the payments provided (cash, prepaid Visa Cards – loaded or unloaded, and/or gift cards) against theft and misuse; and ensuring the payments are spent appropriately and in accordance with UF policy (found at <http://fa.ufl.edu/>).

Maintain adequate records for study funds, reconcile payment activity, and return unused cash/gift cards/prepaid cards to Cost Analysis, and request close out of study within 60 days of study protocol expiration date. Department administrators may request up to 30 day extension period with appropriate justification. Request should be sent to Cost Analysis ([hsp@admin.ufl.edu](mailto:hsp@admin.ufl.edu)).

Please read the best practices information below and indicate if you understand and agree to accept responsibility.

Best practices associated with these payments include:

Securing payments:

- Keep physically safe (i.e. such as using a lockbox kept in a locked drawer or cabinet).
- Limit the number of people that have direct access.
- Funds are to be used exclusively to pay research participants and may not be used to pay for other goods or services provide to UF.
- If there is any shortage or disappearance of the fund, you must promptly notify University Police Department (392-1111) and Cost Analysis (392-5778).
- Nonresident Aliens must be paid through UF Payroll.

Managing and recording payments:

- Payments for multiple studies should never be commingled, including other change funds or petty cash funds. Funds may not be deposited into a personal bank account, even temporarily, for any reason.
- Always confirm payments are made in accordance with the terms of a grant (if applicable) and IRB study protocol terms and conditions.

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- All research stipends paid in person must be substantiated with a recipient signature.
- Mailed payments should be substantiated by a log signed by two people.
- The payments on hand should be routinely reconciled and the results documented. Reconciliation should be reviewed by an individual independent of persons with custodial or payment processing responsibilities.
- A “check out” log should be used for payments provided to someone other than the custodian, for later distribution to participants, or that are taken off-site (an example of such a log can be found on the HSP website). This may be to a lab in another building or off-campus.
- Collect and record SSN, Name and Address of participants in the payment log if required.
- HSP Study Fund Requests (SFR) must be modified and approved by Department Approver if you want to change the location or custodianship of this fund. Until the custodianship has been transferred and approved by your department you will continue to be held responsible for this fund.

I understand best practices and agree to be responsible for safeguarding these payments, maintaining appropriate records, and ensuring that they are spent appropriately and in accordance with UF policy. Non-compliance with these provisions may result in the closing of the account and denial of future custodianship privileges.