

University of Massachusetts, Amherst
Controller's Office Cash Advance Request for Human Subject Compensation
EMAIL this application along with the Certification of IRB approval to
advancesandgifts@admin.umass.edu

Cash advances can be requested by University employees for the purpose of making payments to human subject participants (limit is \$100 per person per study). **University Institutional Review Board (IRB) approval is required.** An application must be filed separately for each study/protocol. All employees requesting a cash advance must be active in the University employee vendor system. Prior to submitting this application, use the Supplier Request Form in Buyways to request an employee vendor profile be added to the vendor system for the requesting employee for the purpose of receiving a cash advance (if they have not yet been added). Once the employee is active in the employee vendor system, the completed application can be submitted to advancesandgifts@admin.umass.edu.

Allow 2 weeks for processing and mailing of the A/P check.

Please describe the reason that you are applying for a cash advance (Include Protocol Title and ID):

Date of Request: _____

Invoice Number (Auto Populated): _____

Amount Requesting: \$ _____

Requesting Employee Information:

Employee Name (Last, First): _____

Employee ID: _____

Employee Street Address: _____

City: _____ State: _____ Zip: _____

Please note: The cash advance check will be mailed to the employee address listed above

Preparer Information:

****To be completed by department business office**

Preparer Name (Last, First): _____

Department: _____

Preparer email address: _____

Chartstring for Human Subject Compensation Payments:

Speed Type: _____

Fund: _____

DeptID: _____

Program: _____

Class: _____

Project/Grant: _____

Account: 113000

****113000 is the default account for cash advances. All payments to human subjects will be expensed to 742000 upon settlement of the advance.**

Return or End Date of Study: _____

**Cannot exceed the expiration date of the protocol approved by IRB. Cannot exceed the end date of the sponsored project.

Requesting Employee Acknowledgement

I acknowledge that I am a regularly benefitted UMass employee

I acknowledge that this advance is only to be used for the intended purpose/study as described above and is appropriate for the chartstring/fund assigned.

I acknowledge that it is imperative that all gift cards purchased with advance are distributed by the end date of the study listed above. I acknowledge that any unused /unsettled funds will be paid back to the University. Reimbursement of unused funds can be mailed to the Controller's Office Attn: Cash Advances 100 Venture Way, Suite 201, Hadley, MA 01035.

I acknowledge that in order to settle my advance, settlement documentation must show that payments such as gift cards and cash have been issued to a participant. This can be documented with a in a log (spreadsheet) or by individually collected receipts which include the date of issuance, purpose, amount, and signature of recipient. When signatures cannot be obtained, other proof of distribution such as an email showing a gift card was sent to a recipient or online documentation to include a HIT (Human Intelligence Task) was completed will be accepted.

I acknowledge that settlement documentation must be emailed to advancesandgifts@admin.umass.edu. Settlement documentation should NOT be mailed.

For confidential studies, rather than providing settlement documentation, I can provide a memo which states "this is a confidential study, all receipts/documentation (as required) will be kept in a secure location at the department rather than being provided for settlement to the Controller's Office. I understand that the receipts may be required for audit and they will be available upon request." The memo must be signed by the PI/Department Head.

I acknowledge that all advances should be settled or paid back to the University within 10 business days after the end date of the study listed on this request form. Any advances that are not settled within 90 days of the end date will be considered delinquent. Advances on sponsored grants must be settled to allow for timeliness of billing and final reporting.

I acknowledge that If advances are not settled within 90 days, the Controller's Office will work with me, the department head, and Principal Investigator (if applicable) to settle the advances. The employee with delinquent advances will not be allowed to submit applications for advances until the delinquent advance is settled. The designated Vice Chancellor and HR will be notified of any outstanding advances beyond 120 days. Extensions may be granted under certain circumstances.

Department Approver Acknowledgement: By approving this cash advance to the requesting employee, I am responsible to ensure that the cash advance is settled in an appropriate and timely manner as required in these guidelines. I understand that the department is responsible to pay back any unused / unsettled funds.

Requesting Employee Signature: _____

Supervisor Signature: _____

Principal Investigator (if requesting advance is on Sponsored Funds): _____

Department Head: _____

Controller's Office Signature: _____

(Email to: advancesandgifts@admin.umass.edu for Controller's Office Signature)