

Human Subject Participation Payment

Cash Advance Checklist

Step 1 – Cash Advance Request Form and Approval
<ul style="list-style-type: none"><input type="checkbox"/> Complete the VU Cash Advance & Gift Card Request form and submit for signatures<ul style="list-style-type: none"><input type="checkbox"/> Must be signed by Custodian (the person responsible for guarding the cash advance funds – PI), Financial Unit Manager, and Business Entity Approver (if applicable)<input type="checkbox"/> IRB approval letter with details regarding the number of participants and payment amounts must be attached (if IRB letter does not include this, please attach outlining protocol)
Step 2 – Cash Advance Oracle Request and Deposit
<ul style="list-style-type: none"><input type="checkbox"/> The custodian will use the Oracle Cash Advance option in Oracle to request the advance<ul style="list-style-type: none"><input type="checkbox"/> Log into Oracle using Vanderbilt’s single-sign on process<input type="checkbox"/> Click on Me then Expenses<input type="checkbox"/> Once in the expense module click on the Actions drop down list in the top right corner of your screen and select Request Cash Advance<input type="checkbox"/> The custodian will complete all the necessary fields:<ul style="list-style-type: none"><input type="checkbox"/> Request cash advance amount (in increments of total cash advance amount approved) based on the reconciliation timeline chosen<input type="checkbox"/> The purpose should include the date (MM/YYYY), IRB #, PI name, and name of the study<input type="checkbox"/> Advance type will be Other<input type="checkbox"/> Trip start date will be today’s date and the end date will be the date the study ends (if prior to end of current calendar year)<ul style="list-style-type: none">▪ If study continues past current calendar year, a new request must be submitted in January<input type="checkbox"/> Attach the approved cash advance request form and a copy of the IRB approval letter as support<input type="checkbox"/> Review the request for accuracy and completeness and submit the request for approval<input type="checkbox"/> The Line Manager reviews and approves the request in Oracle<input type="checkbox"/> The request moves to the Finance Office for a final review, approval by the university controller, and final processing. The auditor sends the request and supporting documentation to the controller via email and the auditor then attaches the approval response to the request within Oracle<input type="checkbox"/> The cash advance routes to the custodian’s personal bank account via ACH.
Step 3 – Cash Advance Expense Reporting
<ul style="list-style-type: none"><input type="checkbox"/> The custodian will request the completed participant payment forms (through REDCap Messenger) from the PI based on the agreed upon schedule (weekly, bi-weekly, monthly) and record all distributed payments in the VU Cash Advance & Gift Card Tax Tracking spreadsheet<ul style="list-style-type: none"><input type="checkbox"/> Note: If using REDCap, this can be auto populated from the information previously inputted.<input type="checkbox"/> The custodian creates a reconciling expense report in Oracle<ul style="list-style-type: none"><input type="checkbox"/> Expense Type: Subject ParticipationSupporting Documentation: VU Cash Advance & Gift Card Tax Tracking spreadsheet (Excel format) and Cash Advance Draw Schedule (recommended)<input type="checkbox"/> The custodian submits the expense report as quickly as possible to keep the amount owed to VU as low as possible. This will also allow additional cash advances requests to be processed.

*Ignore **OVERDUE** notification in Oracle once cash advance is deposited. It is simply a reminder that a cash advance credit line is opened on your account.

*A **new cash advance credit line** can be opened prior to the completed expense report of the existing credit line.

*If submitting for an **out-of-pocket reimbursement** while a cash advance credit line is opened, the reimbursement will go towards the cash advance credit line first (cash advance takes precedent over out-of-pocket expenses). Once cash advance credit line is closed, you will receive reimbursement for the out-of-pocket expense.