

## **CGBANFIN-34 Instructions**

### **Application for Cash Advance**

If a research subject advance is deemed necessary to compensate human subjects, a Research Subject Advance form ([CGBANFIN-34](#)) should be submitted to the Contract and Grant Accounting along with a justification that contains the following information:

- Purpose of the funds
- Determination of the amount requested (number of participants, methodology of payment, one time payment or installments, amount to be paid to each human subject)
- Physical safeguards (where and how funds are kept)

If a research subject advance request is approved, the check request will be processed and a check payable to the Principal Investigator or custodian will be drawn through the regular accounts payable system. The check will be charged to a cash advance fund, fund number 148502-500101.

### **Reimbursement Process**

Within 45 days of receipt, the research subject advance funds must be replenished by completing the 'Reimbursement' section of the [CGBANFIN-34](#) form, charging the grant fund number, and account 221330 (Research Subject Incentives). The original Subject Payment Log must be attached to the [CGBANFIN-34](#). A check charged to the contract or grant fund will be written payable to the Principal Investigator or Custodian of the fund to bring the cash advance back to the original amount.

Due to the HIPAA and confidential regulations, when an individual's name cannot be used, CGA only requires a unique identifying subject number. When preparing a check request, subject payment log or gift card disbursement log please acknowledge "signature is on file with PI" in placeholder for "signature". It is the responsibility of the department to keep these records on file for audit purposes. When preparing the reimbursement requests for human subject expenses the original receipts are to be submitted with request.

### **Settlement of Cash Advances**

As soon as the cash needs are complete, but prior to award termination, the research subject advance fund must be turned in to the Cashier's Office. Cash and/or checks totaling the original amount of the cash advance must be deposited to fund no. 148502-500101 to clear the advance. Please send a copy of the deposit slip to CGA Office (Remember to include your name and grant fund on deposit slip).