

University of Florida  
 Change, Petty Cash, and Research Stipend Funds  
**New Fund Information - Research Stipend Fund**

Department Name			
Custodian Name		UFID	
Custodian Signature		Date:	
Fund Amount (\$)			

**Note to Custodian:** Treasury Management is responsible for the stewardship of the University's cash and investments, including research stipend funds. We need assurance that the funds you are requesting will be well safeguarded and appropriately used while under your supervision. Please consider these aspects carefully when answering the questions below.

**As custodian, you are responsible for safeguarding the fund, maintaining its records, and ensuring that it is spent appropriately and in accordance with UF policy.**

<b>HOW WILL THE FUND BE SECURED?</b>	
<b>Best practice:</b> Ideally, funds will be secured in such a way that it can't be carried off. Departments frequently use a lockbox kept in a locked desk drawer or filing cabinet. It is best to have only two people with access to the funds - this facilitates use of funds when the custodian is absent, but limits the risk inherent in having multiple people with access to the funds.	
Where will the fund be located? (building, room)	
How will it be secured? (lockbox, locked drawer, etc)	
Who will have physical access to the funds? For example, who will have a key to the lockbox or desk drawer, or access to the lab/off ice?	
Are all people with access to the funds aware of the procedures regarding the fund?	
Will the fund or a portion of the fund ever be taken from the office in which it is secured? If so, how will it be secured when it is en route?	

<b>HOW WILL THE FUND BE USED?</b>	
What are the start and end dates for the study? When will the fund be closed?	
How many participants are expected and how often will they be involved in the project?	
How much will be paid to each participant?	
What is the maximum amount that a participant can receive?	
Has the study been approved by the IRB? Please provide a copy of the IRB approval letter.	
What are the expected expenditures per month? How was this amount calculated?	

<b>HOW WILL EXPENDITURES BE DOCUMENTED?</b>	
<p><b>Best practice:</b> All research stipends paid in person must be substantiated with a pre-numbered receipt provided by Treasury Management. Some departments use a checkout log for amounts that are taken from the research stipend fund to pay people off-site (an example of such a log can be found on our website). At any point in time, the cash on hand, plus unreimbursed receipts, plus money checked out should agree to the total amount of the fund. The fund should be routinely counted and the count results documented. Funds should be used for stipends related to this project id only. Funds for multiple projects should never be commingled.</p>	
How will expenditures from the research stipend fund be documented?	
How will money that is checked out from the fund be documented?	
How often will the fund be counted and how will those counts be documented?	

<b>WHO WILL HAVE ACCESS TO THE FUNDS?</b>			
List all individuals with direct access to the funds (i.e. key to office, combination to safe, etc).			
<b>Name</b>	<b>UFID</b>	<b>Title</b>	<b>Signature</b>

Submit form to Treasury Management, S-113 Criser Hall, PO Box 114050, Gainesville FL 32611-4050