

UCLA Business & Finance Solutions

IRB Approved Research Payment Request

Presented by:
Bianca Caulfield
Payment Solutions and Compliance, Manager

UCLA Business & Finance Solutions acknowledges our presence on the traditional, ancestral and unceded territory of the Gabrielino/Tongva peoples. aisc.ucla.edu

Presentation Overview



What is an IRB Approved Research Payment Request?

Office Of The Human Research Protection Program (OHRPP)

The UCLA institutional review boards (IRBs) are the committees designated by UCLA to review the conduct of research involving human subjects that is conducted by UCLA faculty and staff (conducting studies involving human subjects within the course and scope of their duties) as well as UCLA students (conducting studies involving human subjects within the course of their studies).

The function of the IRBs is to ensure adherence to all federal, state, local, and institutional regulations concerning the protection of human subjects in research. UCLA IRB review is required for both funded and non-funded human subjects research.

Payment Solutions and Compliance

OHRPP provides bi-weekly reports by to confirm the information below:

- IRB #
- Current study status
- PI Name
- Disbursement type (Gift Card, Cash, BruinCard Deposit)
- Dollar amount study is approved for

What has changed?

PRIOR TO MARCH 28, 2023

Departments would complete a PDF form to request funds to fulfill their IRB Approved Research Payment Requests. After internal discussions and lots of feedback we decided to move our process to an online platform.

AFTER MARCH 28, 2023

On March 28, 2023 Student Finance Solutions (SFS) launched a new portal for the completion of IRB Approved Research Payment Requests. This new portal replaced the former processes of submitting a completed PDF.

The new process allows users to easily track their disbursement status, FAU validation and simplifies the coordination of request approvals.



What has changed?

ARMORED COURIER FEES – FOR PHYSICAL GIFT CARDS AND CASH ONLY

We utilize object code 3495 for Armored Courier services to help track expenses.

After our go-live date we quickly realized that Contract & Grant funds would not pass FAU validation due to the unallowable object code.

Service Fee GL Account error:

- This Object code not allowed for Contracts and Grants Funds

On July 17th we went live with an enhancement that allowed C&G funds to pass FAU validation through the online portal. Fund Managers will still need to complete NPEARs for the unallowable object code.

Payment Solutions & Compliance

Payment Solutions & Compliance is the main cashier's office of UCLA. Learn about the cashiering database, cash handling and security, credit card processing, armored courier services, disbursement requests, policies, and compliance requirements for the Payment Card Industry (PCI) and Data Security Standard (DSS).

Merchant Resources

- [Cashiering Services and Supplies Guide](#)
- [Become a Credit Card Merchant](#)
- [Cashiering Database Emarket Requests](#)
- [How to Gain Cashiering Database Access](#)
- [Cashiering Database Cashiering Manual](#)

Payment Solutions

- [Payment Methods](#)
- [Petty Cash & Change Fund](#)
- [Incoming Electronic Funds Transfers \(EFT\)](#)
- [Mobile Payments - Smartphones & Tablets](#)
- [Department \(EFT\) Payments](#)

Additional Resources

- [Payment Solutions and Compliance Forms](#)
- [How to Submit a Case Through the Message Center](#)
- [Frequently Asked Questions](#)

Disbursement Requests

- [IRB Approved Research Payment Request](#)
- [Non-IRB Research Payment Request](#)
- [Employee Recognition Request](#)
- [Non-Employee Disbursement Request](#)
- [Gift Card Catalog](#)
- [Unused Preferred Gift Card / Cash Form](#)
- [Which disbursement request should I use? \(FAQ\)](#)

Policies & Compliance

- [Cash Handling Policy \(BUS-49\)](#)
- [Cash Handling Safety & Security](#)
- [UCLA Safe Requirements](#)
- [Ecommerce Terms & Conditions](#)
- [Separation of Duties for Cash Handling: Table Guide](#)
- [PCI & Data Security Standards](#)
- [Physical Security of Cash & Requirements](#)

[Click here](#)

Contact Us

IN ALIGNMENT WITH CAMPUS SAFETY MEASURES, PLEASE CONSIDER REMOTE SERVICE WHENEVER POSSIBLE.

Message Center

Monday - Friday
9:00 a.m. - 4:00 p.m.
[With MyUCLA Access](#)
[Without MyUCLA Access](#)

Phone

(310) 794-5333
Monday - Friday
10:00 a.m. - 2:00 p.m.

Fax

(310) 794-7785

Office Address

Mail Code: 708901
1125 Murphy Hall
Los Angeles, CA 90095-7089

Office Hours

Monday – Friday
10:00 a.m. - 2:00 p.m.

Mailing Address for Check Payment

Box 957089, 1125 Murphy Hall
405 Hilgard Avenue
Los Angeles, CA 90095-7089

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Research Payment Portal Demo

Process Review

1. Requestor must initiate the request using the Research Payment Portal on MyUCLA.
2. Complete the required sections based on payment type.
3. Fund Manager and Principal Investigator receive an email asking them to approve a request. Request is reviewed in the Research Payment Portal.
4. Requestor alerts SFS of Approved portal request via the MyUCLA Message Center.
5. SFS reviews the request and coordinates disbursement through the Message Center.

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Q&A Submit questions using [Chat or Q&A]

UCLA Business & Finance Solutions

Bianca Caulfield
bcaulfield@finance.ucla.edu

Thank You