Unit staff completes the reconciliation and forwards it to the Office of Accounting but does not handle cash. The researcher is responsible for returning any unused funds directly to the Office of Accounting.

  - “Recipient’s name” is the researcher who received the cash advance.
  - Make sure the study title and IRB# are legible. If needed, add additional text above the “Total Amounts” section.
  - Unit staff must sign on the line for “Reconciled by”; the researcher cannot reconcile the advance.

- Unit staff compiles documentation:
  - The approved cash advance signed by the UBOC officer (not required for Procard reconciliations).
  - Payments to participants must be according to the research protocol and/or consent form. Any deviation must go through IRB for approval.
  - Payments made outside the date range of the cash advance cannot be included in the reconciliation. The unit must reimburse the researcher separately for these payments.
  - Participant receipt forms:
    - Multiple participant receipt forms.
    - Each page must have an accurate total.
    - Each page must be signed by the Principal Investigator.
    - Individual participant receipt forms (if any).
    - For Procard reconciliations, the corresponding Procard payment document must be referenced on all receipt forms.
  - Unit staff must provide the IRB Determination Letter and Initial Protocol Request to Dean’s Office staff in order to support their approval of the Cash Advance Request for gift cards purchased with a Procard.

- Unit staff submits the completed reconciliation sheet with documentation to the Principal Investigator for signature.

- Unit staff submits the completed, signed reconciliation sheet with documentation as a single PDF to COEApprovals@austin.utexas.edu.

- Dean’s Office staff works with unit staff to resolve any inconsistencies or missing information.

- Dean’s Office staff returns the approved reconciliation via email to unit staff.

- Unit staff submits the approved reconciliation to the Office of Accounting Cash Advance Desk and notifies the researcher to return any unused funds to the Cash Advance Desk.

- After the reconciliation is final approved and funds have been returned, unit staff must redact social security numbers from the unit’s copy of the reconciliation and delete social security numbers from email.