The researcher and/or unit staff complete the Participant Study Cash Advance Request Form, available at https://utexas.app.box.com/v/participant-study-cash-advance. The recipient should be appointed through the end date of the cash advance. If not, the unit must confirm in writing that the recipient will be re-appointed through the end date. Make sure the title of the study is legible. If needed, add additional text below the “Purpose of the study” section. Verify that the account has adequate funds. The end date must be no more than six months after the begin date. If a grant is used, the end date must also be within the grant period. The justification must clearly state the number of participants and the amount to be paid to each participant; the total must match the total amount requested. “Person to notify when the check is ready” is the cash advance recipient. “Departmental contact” is usually unit staff. It can also be the Principal Investigator (PI) if the recipient is a graduate student or postdoc. 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.

Unit staff obtains the following signatures:
- Principal Investigator of the grant
- Authorized signer on the Account - NOTE: If the PI, or another authorized signer, is receiving the funds, a different authorized signer on the account must sign the request form.
- Department Chair or Center Director signs in the “Additional Reviewer” signature block

Unit staff submits the completed, signed form and any attachments via PDF to COEApp rovais@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 form via email to unit staff. Unit staff submits the approved form on letterhead to the Office of Accounting Cash Advance Desk, who will coordinate the promissory note and check distribution.