

PROGRAM ADVANCE REQUEST*

UIC Department of Psychology

Date of Request: _____

Requestor Information:

Name	
UIN	
Phone # (required by TEM for advances)	
Email	

Research Information:

Title of Study	
IRB Approval #	
Faculty/PI associated with Study	
Program Advance amount \$	
Total number of Participants	
Do you want the funds directly deposited into your account or to pick as cash? If cash, list denominations.	
Payment per Participant	
Date range you will be paying participants	
What account will be used to pay for the advance Please note account does not get charged until the advance is replenished or closed.	

Notes:

*Please note the following....

- **CloudResearch/Turk Prime fees cannot be included in a Program Advance. Those fees should be submitted for reimbursement after they are paid.**
- **Do not pay participants prior to your Program Advance being approved.**
- **If you are not using MTurk, then you must maintain a spreadsheet AND receipts for those you pay and provide those when you closeout the advance.**
- **Advance start and end dates cannot be for more than 18 months.**
- **See following page for more important information.**

Program Advances

- Forms for requests for advances, replenishments and closeouts can be found on [psch.uic.edu>support>forms](https://psch.uic.edu/support/forms).
- It is prohibited to pay your participants prior to the program advance being approved by the University.
- If you are not using MTurk to pay participants, then you must provide a tracking spreadsheet AND receipts as proof of payments to your participants when closing out the advance.
- If participants are paid more than \$199 for participant as a one-time payment OR total during a calendar year then reporting to IRS is required and the participant must be paid via a check not cash, MTurk, gift card, etc...
- **The custodian of the advance is fully responsible for the accurate organization, record keeping and tracking of their program advance, not the department.**
- If you have remaining funds at closeout, they must be returned to UIC's Cashiers Office using the Program Closeout Extra Funds form. Provide that receipt with your closeout request.
- An employee (faculty or student) may have only one outstanding program advance at any given time. Any outstanding advances must be closed before a new one can be opened.
- Undergrad students are not eligible to take out program advances nor those who are not paid by the university in holding a regular appointment.
- In accordance with IRS regulations, advances must be closed within 60 days of the end of the study; otherwise, the total amount of the advance will be processed as taxable income. If advances are not closed within 90 days, the University *may* deduct the amount of the advance from the pay of the faculty or staff member who opened the advance (payee).

TEM (Travel & Expense Management System)

- You must be setup in TEM in order to have a program advance processed.
 - Check this website to see if you can login- <https://travelexpense.admin.uillinois.edu>
 - If you cannot login contact IT
- You also must designate a proxy in TEM; that person will actually go into TEM and process the advance for you.
- TEM can only be accessed when you are connected through a UIC network. You can install Virtual Private Network (VPN) to access TEM from outside a UIC network at <http://acc.uic.edu/service/vpn>. Note that you must be on the UIC network to install VPN.