PROGRAM ADVANCE CLOSEOUT*
UIC Department of Psychology

PSYCHOLOGY COLLEGE OF LIBERAL ARTS AND SCIENCES UIC

Date _____

Requestor Information

Name	
UIN	
Email	

Close Out Information

Original ER# for opening of program advance (this can be found in your Chrome River "expenses" section)	
Title of study	
IRB #	
Faculty/PI associated with study	
**Program Advance amount used $	
Total number of participants paid	
Payment per participant and/or fees (detailed breakdown is required for closeout)	
What account is paying for program advance funds?	
Additional Notes	

*A list for the participant payment transactions must be included with this request. The closeout cannot be processed without this. If the payments were not processed via MTurk then a transaction spreadsheet and receipts must be provided.

**If you have leftover funds, they must be returned to UIC Cashier's Office using the Program Advance Closeout Extra Funds form before the closeout request can be processed.