

Everything You Need to Know about Research Cash Advances

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The rising STAR of Texas

Overview

1. What is a Research Cash Advance?
2. When may I use a Research Cash Advance?
3. What type of compensation may I provide?
4. How do I apply for a Research Cash Advance?
5. Is assistance available?

What is a Research Cash Advance?

- Principal Investigator (PI) requests Research Cash Advance
- Texas State deposits funds in the Principal Investigator's bank account
- PI uses advance to compensate research participants
- PI completes reconciliation to confirm use of funds
- PI returns any un-used funds to Texas State

When May I Use a Research Cash Advance?

- To provide incentive payments to human subjects participating in funded research projects (UPPS No. 02.02.06)
- Research participants in an IRB-approved study may include teacher stipends

What Type of Compensation May I Provide?

- Check
- Electronic Deposit
- Gift Certificate (including Amazon)
- Cash

How Do I Apply for a Research Cash Advance?

Office of Research and Sponsored Programs

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Research Cash Advance

Research Cash Advance Online System Login

Cash Advance Request and Reconciliation
Process Flow Charts and Tutorial

Cash Advance Request and Reconciliation
Frequently Asked Questions

How Do I Apply?

Research Cash Advance Online System

Log In

Texas State NetID

Password

Log In

How Do I Apply?

Research Cash Advance

The Research Cash Advance System is a web-based screen on the Texas State University Research and Sponsored Programs web page that allows a Principal Investigator (PI) and support staff to complete a Research Cash Advance Request and Research Advance Reconciliation. The research cash advance is typically used to pay human subjects participating in a sponsored program funded with federal monies. A human subject may receive a payment by check, electronic deposit, gift certificate, or cash for their participation in a study. A custodian must follow the established principles to secure and handle cash. When purchasing tangible items, the PI must follow the university's established procurement process (purchase requisition and PO).

[Start a New Cash Advance Request](#)

[Review & Submit Cash Advance Requests or Create, Review & Submit Reconciliations](#)

[Search an Existing Reconciliation by its Commitment Number](#)

How Do I Apply?

Research Advance Request Form

PI's NetID	<input type="text" value="r_w124"/>	<input type="button" value="Validate"/>	
PI's SAP Vendor No.	<input type="text"/>	<input type="button" value="Import PI's SAP Vendor No."/>	
Department/Center	<input type="text" value="--Select a Department--"/>		
Editor/Contact NetID (optional)	<input type="text" value="r_w124"/>	<input type="button" value="Validate NetID"/>	Work Phone <input type="text"/>
Project Title	<input type="text"/>		
Grant Start Date (mm/dd/yyyy)	<input type="text"/>	Grant End Date (mm/dd/yyyy)	<input type="text"/>
Use of Funds Start Date (mm/dd/yyyy)	<input type="text"/>	Use of Funds End Date (mm/dd/yyyy)	<input type="text"/>
Human Subjects	<input type="radio"/> Yes <input type="radio"/> No		

*The IRB approval document must be uploaded if the research cash advance is used for human subject incentives.

Rationale for Cash Advance Request

Is There Assistance?

- **YES**, but you must list your Post-Award Research Coordinator as your Contact Person

Editor/Contact NetID (optional)	<input type="text" value="r_w124"/>
	<input type="button" value="Validate NetID"/>

- Only the PI may submit a Research Cash Advance

Assistance

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Research Cash Advance FAQs

Assistance

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Research Cash Advance Tutorial

 [CashAdvanceTutorial](#) (PDF, 7 MB)

Resources

- ❖ [Research Cash Advance Online System](#)
- ❖ [Frequently Asked Questions](#)
- ❖ [Tutorial](#)

Questions

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