

Advance Account Request Form

Office of Sponsored Programs



The purpose of Advance Accounts is to ensure the timely start-up or uninterrupted continuation of extramurally sponsored projects of the University before applicable award documents are executed. If the award does not materialize, the department will be responsible for all costs incurred on the advance account. It is important that funds not be spent before the period in which the sponsor expects to honor costs. No activities that require research compliance protocol approval may take place unless proper approvals are received. OSP must have reasonable assurance from sponsor that an award will be forthcoming.

PI Name:			
Department:			
Sponsor:			
Project Title			
Anticipated Award Amount:			
Expected Project Period		to	
Period Authorized for Advance (<90 days)		to	
Requested Funds for Advance (<25% of total)			

Justification for Request (<800 characters):

--

The departmental chair certifies that he/she is aware of the funding risks involved with establishing an advance account. The Department accepts responsibility for any costs not reimbursed on this project. If, for any reason, the award does not materialize, any expenditures incurred on the advance account will be moved to the following:

Departmental Non-grant Fund-Org:	
----------------------------------	--

Required Signatures

PI Signature		Date	
Department Head Signature		Date	
Dean Signature		Date	

OSP Checklist

InfoEd ID	
Back up from Sponsor recorded to InfoEd	
Project Start date Confirmed with Agency	
PreAward Costs Allowable (if applicable)	
Compliance Review Complete	
OSP Authorized Signature	

SPA

Fund Creation Date	
Fund	Orgn
Prog.	
SPA Authorized Signature:	