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# Advance Account Request

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## Office of Research Services

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Advance Accounts allow Principal Investigators to initiate spending on their projects before the University receives an actual award. 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.

If a project requires multiple advance accounts, please request them at this time.

**Advance Accounts will be set up for a period of 3 months for the full amount of the anticipated funding for the first budget period. Email requests to extend for an additional 3 months will be honored if the requestor can demonstrate that there has been correspondence with the sponsor that the award is imminent. Any expenditures on an Advance Account fund that has been fully frozen for more than 3 months will be written off to the funding source identified on this form.**

Institution #: \_\_\_\_\_

Project Title or Grant #: \_\_\_\_\_

Sponsor : \_\_\_\_\_

Principal Investigator (s): \_\_\_\_\_

CNAC#	ORG#	PROGRAM#	CREF	Expected Funding: Direct /F&A /Total
_____	_____	_____	_____	_____ / _____ / _____
_____	_____	_____	_____	_____ / _____ / _____
_____	_____	_____	_____	_____ / _____ / _____
_____	_____	_____	_____	_____ / _____ / _____
_____	_____	_____	_____	_____ / _____ / _____

Expected Budget Period \_\_\_\_\_ to \_\_\_\_\_ Total Funding Expected \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Status of Award, and Justification for Advance Account (Attach Supporting Documentation) (if PHS funded attach verification from PHS-FITS that this project is compliant):

**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 which were incurred on the advance account should be journaled to the following departmental non-grant fund (CNAC-ORG-FUND-PROGRAM-CREF):** \_\_\_\_\_

\_\_\_\_\_  
Principal Investigator

\_\_\_\_\_  
Department Chair

\_\_\_\_\_  
Department Administrator

\_\_\_\_\_  
Dean's Representative

\_\_\_\_\_  
Research Services

\_\_\_\_\_  
Date