



Office of Research & Sponsored Programs (ORSP)  
Request for Fund Advance

Fund advances allow Principal Investigators (PIs) to initiate spending on their projects before the University receives and/or accepts a grant or contract. If the grant or contract is not made/accepted, or if the terms of the award deem certain expenditures to be unallowable, the PI's college is responsible for expenditures.

<b>PI Name:</b>	<b>Request for Advance Account</b> <input type="checkbox"/>
<b>Department:</b> <span style="float: right;"><b>College:</b></span>	<b>Pre-Award Spending Account</b> <input type="checkbox"/> <i>(Spending 90 days prior to start date of award)</i>
<b>Date of Request:</b>	

<b>Date proposal or contract submitted to sponsor:</b>	<b>New Grant</b> <input type="checkbox"/>	<b>Grant Continuation</b> <input type="checkbox"/>
<b>Sponsoring Agency:</b>	<b>Contract</b> <input type="checkbox"/>	<b>Contract Extension (Amendment)</b> <input type="checkbox"/>
<b>Project Title:</b>	<b>Other</b> <input type="checkbox"/>	

<b>If this is a continuation of an existing award, indicate current Project ID Number:</b>		
<b>Expected Performance Period of Award:</b>	<b>From</b>	<b>To</b>
<b>Total Amount of Expected Award \$</b>	<b>Applicable Indirect Cost Rate:</b>	

<b>Justification for Funding Advance:</b>
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<b>Time Period of Advance Account (not to exceed 120 days):</b>	<b>From</b>	<b>To</b>
<i>Budgets for Advance Accounts will be set up for 25% of the total expected award amount and the line items will be prorated accordingly. If more than 25% of the total budget is required during the first 120 days of the project and/or need to be allocated differently, please indicate this in the sections below.</i>		
<b>Total Amount Requested for Advance Account \$</b>		

Please indicate the amounts corresponding to each category: (Only required if requesting greater than 25%)

CATEGORY	EXPENDITURES
Staff Salaries	
Staff Benefits	
Faculty Salaries	
Faculty Benefits	
Student Stipends	
Supplies	
Other	
Indirect Cost	
<b>Total</b>	\$

**The PI agrees to the following conditions:**

- A. Costs incurred will be expended within the approved project period, will be in accordance with the terms and conditions of the award, and will have been included in the approved budget.
- B. To comply with all other sponsor and University policies before incurring expenses, including Human Subjects, Animal Subjects, and Conflict of Interest policies.
- C. Employee appointments under this Advance Account are limited to the period authorized hereby.

PI Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Dean Certification:**

In requesting and accepting a fund advance account on behalf of the PI, the college Dean assumes the financial risk in the event the award is not made, not accepted, or if the terms and conditions of the award deem certain expenditures to be unallowable. The college is responsible both for *direct and indirect costs*.

Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_ ORSP Approval: \_\_\_\_\_ Date: \_\_\_\_\_