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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.

If a sponsor sends a signed agreement to the departmental Business Administrator or Principal Investigator, it must be forwarded to Research Services in order to obtain an advanced account.

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

Sponsor \_\_\_\_\_

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

CNAC#	ORG#	PROGRAM#	CREF	Funds for Advance
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Total Funding Expected \_\_\_\_\_ Total Funds Authorized for Advance \_\_\_\_\_

Expected Project Period \_\_\_\_\_ to \_\_\_\_\_ Period Authorized for Advance (not to exceed 3 months) \_\_\_\_\_

Status of Award, and Justification for Advance Account:

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: \_\_\_\_\_.

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

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

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

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

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

\_\_\_\_\_  
Date