

Advance Fund Request Form

Purpose:

Use when the work on a sponsored project needs to begin prior to the receipt of a signed agreement between the sponsoring agency and the university.

Downloading the form:

1. The Adobe Acrobat Reader must be used to view and/or print this form. If you have Adobe Acrobat Reader installed, you may view and/or print the file on Sponsored Programs Accounting's [web site](#).
2. To download the Reader, visit Adobe's [web site](#).

Completing the form:

1. The Principal Investigator is the person who prepared the original proposal and will be ultimately responsible for the administration of the project.
2. The Sponsoring Agency is the organization that directly provides the funds for a sponsored project to the university.
3. The Award Number is the number originally assigned by the sponsoring agency. This is only for an extension or continuation of an existing agreement.
4. The Prime Sponsor is the agency who funds the sponsoring agency, if we receive our funding through a sub-award or pass through type of agreement. This involves the funds being transmitted from a federal agency to another agency before being sub-awarded to the university.
5. The Proposal Number is a number assigned for your project by Research and Technology Transfer. You can locate this number on the Cayuse system that you used to submit your proposal.
6. For continuation or extensions the Project Title is the title as it appears on the award document. For a new award it will be the title used on the original proposal submitted to the sponsoring agency.
7. The Period of Authorization is the range of dates the Department Chair or Dean agrees to allow expenditures to occur before the agreement is received by the university.
8. Expected Award Begin Date is the date the project is expected to have a fully signed and executed agreement between the sponsoring agency and the university.
9. FOP for Continuation Project is the numerical codes assigned by your responsible accountant within the Office of Sponsored Programs Accounting. It is listed on your original Internal Award Notice that is distributed at the onset of the project.
10. Pass through funding sources are to be indicated if the project has a federal agency who is the prime sponsor who then passes the funds through the sponsoring agency prior to the university.
11. Estimated award amount will be the dollar amount we expect to be awarded by the sponsoring agency.

12. Requested Advance Amount will be the dollar amount that will be authorized to be expended prior to the award receipt and acceptance by the university.
13. The F&A rate and base is the percentage and type of rate as indicated on your original proposal. This rate is usually calculated as a percentage of either Salary, Wages and Fringes, Total Direct Costs or a Modified Total Direct Cost, which generally omits any capital equipment and student stipend, tuition, or scholarship expenses from the calculation.
14. Provide a detailed justification for the need for an advance fund.
15. The Principle Investigator should sign the form, attach a copy of the proposal and budget, and forward to the Department Chair or Dean, depending on whose area will cover expenses, should the award not be finalized.
16. The Department Chair and Dean should sign the form and provide the Banner Fund, Organization and Program code for the area that will be responsible for the charges should the award not be finalized.
17. Forward all non-earmark funds requests to Research and Technology Transfer for their review prior to being forwarded to Sponsored Programs Accounting for fund setup.
18. Forward all federal earmark funds requests to the Vice Provost for Research and Graduate Studies for their review prior to being forwarded to Sponsored Programs Accounting for fund setup.

Revised 01/18/2016

Should you have any questions regarding this form, please contact the accountant responsible for your department's sponsored projects.