

Advance Account Form Instructions

An **Advance Account** can be requested prior to receiving a formal award, enabling Principal Investigators (PIs) to incur and track allowable expenses effectively without the need for subsequent cost transfers. This approach streamlines financial management and ensures compliance with funding regulations. To request an Advance Account, please review and complete the following steps:

1. The form must be filled out its entirety. **(If not completed fully, the form will be returned to the named Department Administrator)**
 - ERA # ERA proposal number associated with the request
 - Principal Investigator – Name of Lead PI
 - Sponsor – List out the correct Sponsor as labeled within the ERA record
 - Total Funding Expected – Amount of direct and indirect you are expecting to be awarded by the sponsor.
 - Expected F&A/IDC rate – List rate expected. If the rate is less than our full rate, it should have already been approved at the proposal submission.
 - Anticipated Start Date of the Advanced Account – Enter the Start date you expect the sponsor to award or click on button if this to provide 90 day preaward costs.
 - Choose one of the following;
 - i. New – No FOAPAL has ever been set up, or if there is change in the Contract number or a PI Change is anticipated.
 - ii. Continuation – To add time and/or funds. You will need to provide the PRIOR FOAPAL number. **If an award has already been set up for the full project period, and a continuation has not been issued to provide additional funding and extend the budget period, this form is required to authorize spending beyond the originally obligated budget period and current approved funding, even if the award includes automatic carryforward. If the additional funding is not received, the department will be responsible for covering any deficits incurred beyond the original approved funding from the prior budget period.**
 - iii. Extension – additional time only request and you must provide the Current FOAPAL.
 - Select each of the following if they were included in the proposal: Committed Cost Share and/or Over Salary Cap Cost Share
 - Department non-grant fund FOPAL to be charged – This should be a department FOPAL that is not grant funded. This FOPAL will cover the charges if the award does not become awarded.
 - Signatures required. The PI, Department Administrator and the Chair or Dean must sign the form. If the PI listed on the form is the Chair it will require the Dean's signature. The form will also require a signature from Research Administration.
2. The request will be reviewed and the Advance FOAPAL created. You will be notified via the Banner Notification email.

The Advance Account is valid for a period of 120 days, and it is important to note that any Advance Accounts without an award within this timeframe may be subject to closure. If you are nearing the 120-



day limit and have not yet received your award, we strongly encourage you to consult with your Preaward Specialist. They can assist you in navigating the process and ensure that you have the necessary support to possibly extend your eligibility for Advance Account.