

REQUEST TO ESTABLISH AN ADVANCE ACCOUNT

I have received notice from the sponsoring agency that the pending proposal listed below has been selected for funding. I request permission to incur costs in advance of the award document. I understand if the proposal is not funded, has a different effective date, or there are any disallowed costs, all unallowable charges will be transferred at the end of the advance period to departmental funds as indicated below.

Proposal Information (proposal must be on file in OSPA)

Principal Investigator: _____

Department: _____

Title of Proposal: _____

Sponsoring Agency: _____

Proposal Number: _____

Budget Purpose (if applicable) _____

Advance Amount Requested: \$ _____

Period: (advance account limited to three months) _____ to _____

PLEASE NOTE: all required Human Subject, IACUC or Conflict of Interest requirements must be met and approved prior to release of funding.

Signature on this form indicates approval of the establishment of this advance account. If the proposal is not funded, has a different effective date, or if there are any disallowed costs during the advance period, all unallowable charges will be transferred at the end of the advance period to the departmental account below. Other sponsored projects may not be used for this purpose.

Fiscal Officer Signature: _____

Departmental Account BP Number: _____ Title: _____

(non appropriated accounts only)

Principal Investigator Signature and Date

Dean Signature and Date

When completed, submit form and letter of intent to: OSPA, MC 4709. The request will not be processed without this completed form and a letter of intent from the sponsoring agency.