

Sponsored Programs Finance Administration & Compliance Request for Advance Banner Fund Form

TYPE OF REQUEST
<input type="checkbox"/> Advance Fund for a New Project <i>(Awaiting fully executed contract. Charges will occur after project start date on contract)</i>
<input type="checkbox"/> Advance Spending for an Existing/Continuing Project <i>(Awaiting renewal award for a noncompeting continuation)</i>
<input type="checkbox"/> Pre-Award Fund <i>(Project charges before start date are allowed by the agency)</i>

PROJECT INFORMATION < Budget is required for the advance amount requested (please attach) >
Principal Investigator:
Department:
Agency/Sponsor:
Project Title:
Expected Award Date:
Projected Award Amount (Per Sponsor Notice): \$
Project Cost share budget (if applicable): \$
Advance Total Requested <i>(Please attach budget for advance)</i> : \$
Advance Total Cost Share Amount Requested (if applicable): \$

REASON FOR REQUEST <i>(Attach additional pages if more space is needed)</i>

ENDORSEMENTS												
<table style="width: 100%; border: none;"> <tr> <td style="border-bottom: 1px solid black; width: 60%;"></td> <td style="border-bottom: 1px solid black; width: 40%;"></td> </tr> <tr> <td style="padding-left: 20px;"><i>Principal Investigator</i></td> <td style="text-align: right; padding-right: 20px;"><i>Date</i></td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="padding-left: 20px;"><i>Director, Sponsored Programs Finance Administration & Compliance</i></td> <td style="text-align: right; padding-right: 20px;"><i>Date</i></td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="padding-left: 20px;"><i>Comptroller</i></td> <td style="text-align: right; padding-right: 20px;"><i>Date</i></td> </tr> </table>			<i>Principal Investigator</i>	<i>Date</i>			<i>Director, Sponsored Programs Finance Administration & Compliance</i>	<i>Date</i>			<i>Comptroller</i>	<i>Date</i>
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<i>Comptroller</i>	<i>Date</i>											

APPROVALS: <i>SPFAC Director may approve establishment of an advance/pre-award account up to 15% of the overall award amount, or in the case of a multi-year project, 25% of the first-year allocation of the overall award.</i>								
<p>The Office of Sponsored Programs Finance Administration and Compliance has been in communication with the sponsor, and we have reasonable assurance that the grant/contract will cover the requested expenditures and that the benefits of this approval justify the associated risks. If this request is for a Pre-Award account, we have verified that the sponsor allows payment of pre-award costs with grant/contract funds.</p>								
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SPFAC Use Only

Amount: _____	Start Date _____	Funding Type _____
Fund _____	Org _____	Program _____ Grant _____