



# Sponsored Programs Finance Administration and Compliance

UNIVERSITY  
OF  
LOUISIANA  
Lafayette

## Request for Advance Banner Fund

If you need assistance completing this form please contact [spfacs@louisiana.edu](mailto:spfacs@louisiana.edu).

**Directions:** Complete and return this form to your Post Award Specialist to setup a fund to incur project related expenses &/or pre-award costs on a grant prior to the completion of negotiations &/or acceptance of an executed award document from the Sponsor.

Note: All award terms and conditions apply to expenditures.

TYPE OF REQUEST
<p><b>Advance Fund</b> (attach notification or other documentation):            An award notification has been received, but the grant is still pending: <b>Proposal No.</b>            A modification is pending for a new budget year or a no-cost extension: <b>Fund No.</b></p> <p><b>Pre-Award Spending Fund</b> (documentation from Sponsor must be attached):            Used to incur pre-award costs up to 90 calendar days prior to the award start date. This applies only to federal sponsors that allow pre-award spending. <b>Proposal No.</b></p>

REQUIRED PROJECT INFORMATION
<p><b>Principal Investigator:</b> _____ <b>Department:</b> _____</p> <p><b>Agency/Sponsor:</b> _____</p> <p><b>Project Title:</b> _____</p> <p><b>Expected Start Date:</b> _____ <b>Requested Amount:</b> _____</p> <p><b>Non-research Collateral Fund (e.g. operating fund, start-up, etc.):</b> _____</p> <p><i>Note:</i> Costs will be transferred to this fund if the project is not awarded.</p>

REASON FOR REQUEST *Attach additional pages if more space is needed	BUDGET
	<b>60B Labor (salary &amp; fringe)</b> \$
	<b>72B Travel</b> \$
	<b>73 Operating Services</b> \$
	<b>74 Supplies</b> \$
	<b>75 Professional Services</b> \$
	<b>76 Other</b> \$
	<b>78 Equipment</b> \$
	<b>TOTAL</b>
	<b>* Indirect is not charged until award is fully signed</b>

SIGNATURES					
<b>Principal Investigator</b>	<b>Date</b>	<b>Department Head/Center Director</b>	<b>Date</b>	<b>Dean</b>	<b>Date</b>
<b>SPFAC Director</b>	<b>Date</b>	<b>VP for Research</b>	<b>Date</b>	<b>VP for Finance &amp; Administration</b>	<b>Date</b>
		(required if Advance is for a Center &/or over \$15,000)		(required if Advance is over \$15,000)	

<b>SPFAC Use Only</b>	<b>Verify</b> Amount: _____ Start Date: _____ Funding Type: _____
	<b>Assign</b> Grant No: _____ Fund No: _____ Org: _____ Program: _____
	<b>Approval Date:</b> _____ <b>PA:</b> _____ <b>RA:</b> _____ <b>JV No:</b> _____