

Application for Advance Account for Pre-award Costs

An advance account for pre-award costs allows the Principal Investigator or Project Director to initiate spending on a sponsored program before an award has been received. Advance accounts should be used only when there is very little risk that the award will not arrive. If it does not, the PI's unit and/or college or division is responsible for all costs that have been incurred on the advance account. When the award is received, the Banner fund number that was assigned to the advance account will remain the same.

Project Title: _____

Principal Investigator or Project Director: _____

Sponsor: _____

Does sponsor allow pre-award expenditures? _____

Anticipated project period: _____

Authorized advance period: _____

Total Anticipated Funding: _____

Funds authorized for advance: _____

Categories of expenditures authorized for advance: _____

Current award status and justification for advance account: _____

Signature here certifies that that you understand the funding risks involved with the use of a sponsored project advance account, and that you accept the responsibility for all costs charged to the advance account that are not reimbursed by an externally funded award.

If the award identified above is not received by the university, any expenditures that were incurred on the advance account should be journaled to this non-grant fund/org/program: _____

Principal Investigator/Project Director

Date

Chair or Director

Date

Dean or Vice President

Date

Office of Sponsored Programs

Date