



Advance Grant and Fund Request Form

Advance Grant and Fund numbers allow Principal Investigators to initiate spending on their projects before the University receives a fully-executed agreement. If the award does not materialize, the department will be responsible for all costs incurred on the advance fund. It is important that funds not be spent before the period in which the sponsor expects to honor costs. If a project requires multiple advance funds tied to the grant, please indicate that on the form.

Principal Investigator: _____

Department Name: _____ Org #: _____

Sponsor: _____

Project Title: _____

Grant/Fund # (if existing/continuation award): _____ COEUS Lite#: _____

Total Anticipated Funding: \$ _____

Expected Project Period: _____ to _____
MM/DD/YYYY *MM/DD/YYYY*

Period Authorized for Advance (not to exceed 90 days): _____ to _____
MM/DD/YYYY *MM/DD/YYYY*

Total Requested Funds for Advance (not to exceed 25% of total anticipated funding): \$ _____

If this is a government grant with pass-through funding, identify the pass through entity:

Federal State Local

Status of Award and Justification for Advance Account:

Documentation of Sponsor's Intent to Fund is attached.

The departmental chair certifies that he/she is aware of the funding risks involved with establishing an advance account. The Department accepts responsibility for any costs not reimbursed on this project. If, for any reason, the award does not materialize, any expenditures incurred on the advance account will be moved to the following:

Departmental Non-grant Fund-Org: _____

Required signatures:

Principal Investigator	Date	Department Chair	Date	Department Administrator	Date
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Please submit by email to your [Pre-Award Administrator](#). Contact your [Research Accountant](#) with any questions.