



UNIVERSITY OF CENTRAL FLORIDA

Office of Research

SUBJECT: Advance Time and/or Funding for New or Existing Awards	Effective date: 07/01/2022	Standard Operating Procedure Number: OR-03-001
	Supersedes:	Page of 1 5
	Responsible Authorities: Associate Vice President of Research Administration Director, Sponsored Programs, Post Award	

APPLICABILITY/ACCOUNTABILITY

This procedure applies to all Principal Investigators (PIs), Research Administrators (RAs), and Award Management Office (AMO) Team Members.

BACKGROUND

When an award/modification/increment is imminent, but final execution has not been completed, there are occasions when it is expedient for an investigator team to be able to establish/continue personnel positions, purchase supplies or equipment, or begin/continue work in anticipation of meeting the performance deadline of the award. This may occur when UCF is acting as a subrecipient of a grant award that has been received by the pass-through entity (PTE or prime institution), or when there are protracted negotiations prior to final execution of the sponsored award agreement or subsequent modification. Advance requests allow the investigator team to receive advance time/funding before the corresponding official award/modification/increment is executed.

GUIDELINES

The purpose of this standard operating procedure is to provide guidance for requesting and establishing advance time and funding for awards that have yet to be executed or to request

unofficial time and/or funding on existing awards where amendments to extend time and/or funding have yet to be executed.

The Office of Research (OR) will authorize the setup of an advance account/allocation prior to institutional acceptance of an award/modification/increment upon request under the following conditions:

- The requesting unit to which the PI is assigned agrees to fund any expenses incurred should the award/modification/increment fail to materialize, authorize a lower amount and/or different period of performance, or disallows individual costs
- The Principal Investigator has well-founded reason to believe the funding is imminent
 - The sponsoring agency has provided acceptance of proposal and written indication that award is forthcoming
 - The contract has been received and is under negotiation
- The underwriting requesting unit has determined (either formally or informally) the risk/benefit of establishing the advance account

DEFINITIONS

- **Advance Account (New Award).** A grant that is set up at the risk of the college, department, institute, or center prior to receipt of the award when funding is anticipated and there is a need to process financial transactions
- **Advance Account or Allocation for Unofficial Time/Funding Request (Existing Award).** A grant or allocation that is set up at the risk of the college, department, institute, or center for unofficial time/funding on an existing award in anticipation of the subsequent modification/increment prior to its official receipt/execution
- **Advance Request (New Award or Existing Award).** A college, department, institute, or center may choose, at its risk, to request an advance of time and/or funding in anticipation of an award or modification prior to its official receipt/execution
- **Allocation.** Huron Research Suite Grants (HRS) mechanism used to delineate and define budget periods within a grant
- **Bill to Sponsor.** Sponsor administering billing i.e., entity to whom invoices are to be submitted
- **Billing Type or Award Line Type.** Billing method by which sponsor administers payment (e.g., fixed price, cost reimbursable)
- **Cost Rate Type.** HRS field that corresponds to the applicable indirect rate and rate agreement for the award
- **Deliverable.** The reporting requirements typically set forth in the sponsor's award documents, policies, or documents incorporated by reference.
- **Funding or Direct Sponsor.** Sponsor providing funding
- **Grant.** Financial account as denoted in HRS and Workday (Previously project number)
- **Imminent.** An award/modification/increment may be considered imminent through informal communication of the high likelihood of funding

- **Indirect Rate.** The facilities and administration (F&A) rate as applied to the indirect cost base to determine the applicable indirect costs
- **Indirect Cost Base Type.** Indirect cost base as applied to the award to determine the applicable indirect costs (e.g., MTDC, TDC)
- **No-Cost Extension (NCE).** Change to the award end date that ultimately extends the period of performance without adding funds to the award
- **Principal Investigator (PI).** Individual who oversees the project, assumes responsibility for all aspects of his/her project (including financial activities), and receives authorization to communicate with the sponsor on technical/scientific aspects of the project only
- **Project Period.** Timeframe established in the award document during which the awarding agency sponsorship begins and ends
- **Rate Agreement.** HRS field that corresponds to UCF's federally negotiated rate agreement as applicable to the award
- **Requesting Unit.** Unit that may choose to request an advance of time and/or funding
- **Revenue Category.** HRS field that corresponds to project type (e.g., federal grants, federal flow through funds, private grants, etc.)
- **Sponsored Award.** External funding received for the purpose of supporting sponsored research
- **Technical Report** (Also known as a scientific report). Is a document that describes the process, progress, or results of technical or scientific research or the state of a technical or scientific research problem. It might also include recommendations and conclusions of the research
- **Underwrite.** The act of assuming liability for all costs incurred under the advance account that are not reimbursed

PROCEDURES

1. The requesting unit will submit an advance request that includes the required OR form including completion of relevant information and signatures from appropriate executive leadership confirming that the requesting unit will underwrite the action and assume the associated risk (Form can be found on the OR website (<https://www.research.ucf.edu/Research/Forms.html>))
2. Period of Advance
 - a. Advance accounts are limited to 90-days for new awards unless sponsor allows and has provided approval for advance period in excess of 90-days in which case AVP approval is also required
 - b. Unofficial time and/or funding advance for NSF, NIH, or US Department of Education is limited to 1 year on existing awards
 - i. AVP approval is required
 - c. Unofficial time and/or funding advance for all other federal and non-federal sponsors (including federal flow through) is limited to 90-days
 - i. AVP approval is required

- ii. Subsequent extension of 30-days beyond the initial 90-day period requires AVP approval
 - d. Units will be responsible for monitoring the end date of the advance ensuring extensions are requested as needed
- 3. The requesting unit will submit the completed advance request
 - a. If the advance account request is being made prior to award issuance, submission of request is to be made via an HRS email generated from the funding proposal for review and processing; ensure that HRS email is addressed to the respective AMO specialist
 - b. If the advance account/allocation request is being made post award issuance, submission is to be made via an award modification request (AMR) from the active award
- 4. AMO will review and respond to the request within five (5) business days of receipt by:
 - a. Returning to the requesting unit any deficient requests for clarification either via HRS email from the funding proposal or through the award AMR based on mode of submission.
 - b. Declining requests that do not receive upper management approval
 - c. Creating an advance account or advance allocation to establish a new grant or allocation for approved requests
 - i. The award or allocation will be notated as advance in HRS
 - ii. The appropriate terms and conditions will be marked accordingly based on type of advance request (unofficial funding / NCE or pre-award spending permitted)
- 5. Once the fully executed award/modification/increment is received, AMO will proceed with the necessary actions to convert the advance account/allocation to Active.
- 6. If the anticipated award/modification/increment is not received within 90-days of the advance start date, review must be made to determine if the advance should be extended or reversed/withdrawn
 - a. If the advance period is to be extended, the requesting unit must submit a subsequent request for extension via an AMR
 - b. If the advance is to be reversed/withdrawn, the requesting unit will have 30-days from the withdrawal/reversal date to move ineligible costs to the Unrestricted/non-sponsored departmental account; any applied indirect costs will also be reversed
- 7. If any costs incurred during the advance period are deemed unallowable by the sponsor, the requesting unit will transfer the disallowed costs off the grant within 30-days of receiving such notification.
- 8. In the event that the relevant information (a-e) as provided at time of advance request does not align with the details of the executed award/modification/increment, the HRS grant, or award will need to be terminated and a replacement will be generated to correct. This will require the requesting unit to move/transfer expenditures from the errant to the corrective grant or award.
 - a. Funding/Direct Sponsor or Bill to Sponsor – will require replacement award

- b. Indirect Rate/Cost Rate Type – will require replacement grant
- c. Indirect Cost Base Type/Rate Agreement – will require replacement grant
- d. Billing Type/Award Line Type – will require replacement grant if expenditures have occurred
- e. Revenue Category – will require replacement of grant if expenditures have occurred

RELATED INFORMATION

- **Advance Request Form:** Research Website
(<https://www.research.ucf.edu/Research/Forms.html>)
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POLICY APPROVAL

Initiating Authority

Signature: **Dorothy Yates** Digitally signed by Dorothy Yates
Date: 2022.07.29 14:47:14 -04'00' Date: _____
Dorothy Yates, Associate Vice President of Research