



Office of Research Advance Request

TYPE:	NEW AWARD	EXISTING AWARD (check either or both as applicable)	
	Advance Account	Unofficial Time Extension	Unofficial Funding Increment

General Information (all requests):

Company (check one): UNV RFD Huron Funding Proposal Number: _____

Principal Investigator: _____ Requesting Unit/Cost Center: _____

Project Title: _____

* Funding Sponsor: _____

* Billing Sponsor (if separate from funding sponsor): _____

Unrestricted/Non-Sponsored Departmental Account: _____

Existing Award Information (if applicable):

Huron Award Number: _____ HRS Grant ID Number(s): _____

Current Award Period of Performance: _____ - _____ Current Award Amount: \$ _____

Advance Account Request Information: (all requests):

Advance Account Period of Performance (*Limited to 90 Days¹*): _____ - _____

Advance Account Budget Amount: \$ _____

Advance Account Amount by Approved Budget Categories:

<i>Budget Category</i>	<i>Amount</i>
Personnel	\$
Other Personnel Services (OPS)	\$
Fringe Benefits	\$
Equipment	\$
Stipends	\$
Travel	\$
Tuition	\$
Other Direct Expenses with F&A	\$
Other Direct Expenses without F&A	\$
Facilities and Administration (*F&A Rate: ___ %) (*F&A Base: TDC MTDC S&B S&W)	\$
Total Advance Account Authorization Budget	\$

Footnotes

1. Advance Accounts on New Awards are limited to 90 days for all sponsors. Unofficial Time/Funding on Existing Awards is also limited to 90 days for all sponsors, except for these three federal sponsors: U.S. Department of Education (ED), National Institutes of Health (NIH), and National Science Foundation (NSF). ED, NIH, and NSF awards qualify for up to a year.
2. If the anticipated modification is not received within 90 days of the advance start date, the advance will be withdrawn/reversed. The College/Department will have 30 days from the withdrawal/reversal date to move ineligible costs to the Unrestricted/Non-Sponsored Departmental Account.



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Financial Setup (new advance accounts only):

- * Rate Agreement
- * Cost Rate Type
- * Award Line Type
- * Revenue Category

Certifications & Approvals (all requests): *In the event that the award or extension/increment is not finalized or is finalized at a lower amount and/or a different period of performance, the ineligible costs will be removed within 30 days² and transferred to the non-sponsored account specified on the previous page.*

** The system does not allow adjustment of these financial setup characteristics after activation. If the advance account details deviate from the final award, the advance account must be zeroed out and its charges moved to the replacement grant number.*

Principal Investigator Signature **Date**

Chair Signature **Date**

Dean/Director or Designee Signature **Date**

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