



Office of Research Advance Request

TYPE:	NEW AWARD	EXISTING AWARD (check either or both as applicable)	
	☐ Advance Account	☐ Unofficial Time Extension 1 st request: ☐ YES ☐ NO	☐ Unofficial Funding Increment 1 st request: ☐ YES ☐ NO

General Information (all requests):

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

Principal Investigator: _____ Requesting Unit/Cost Center: _____

Project Title: _____

* Direct Sponsor: _____

Unrestricted/Non-Sponsored Funding Source:

Division _____ Cost Center _____ Fund Code _____ Program Code _____ Financial Site _____

Existing Award Information (if applicable):

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

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

Advance Account Request Information: (all requests):

Advance Account Period of Performance ⁽¹⁾: _____ - _____

Advance Account Budget Amount: \$ _____

Advance Account Amount by Approved Budget Categories:

<i>Budget Category</i> ⁽²⁾	<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	\$
Total Direct Cost	\$ 0.00
Facilities and Administration	\$ 0.00
*F&A Rate: _____ %	
*F&A Base: ☐ TDC ☐ MTDC ☐ S&B ☐ S&W	
*Cost Rate Type - which must align with FP Purpose:	
_____-SELECT ONE- _____-SELECT ONE-	
Total Advance Account Authorization Budget	\$ 0.00



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Financial Setup (new advance accounts only):

* Federal Flowthrough - SELECT ONE -

* Award Line Type - SELECT ONE -

Additional Questions (for 2nd or more unofficial requests only):

- a) Has the next Award Mod been received by UCF and is in the process of negotiation or execution? ☐ Yes ☐ No
- b) If the next Award Mod has not been received by UCF, has the sponsor shared why the next award modification may be delayed? ☐ Yes ☐ No
If yes, please provide explanation. _____
- c) Are all required deliverables submitted to sponsor and marked complete in HRS? ☐ Yes ☐ No
- d) Award Burn Rate: Pace at which award budget has been spent. *Please attach Award Budget Position report used to complete this section.*

1) Life To Date Expenses (Actuals only)	\$ 0.00
2) Award/Funded Budget (Authorized)	\$ 0.00
3) Award Burn Rate (1 ÷ 2)	0.00%
4) Obligations and Commitments	\$

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 days⁽³⁾ 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

Footnotes

- Advance Accounts on New Awards are limited to 90 days for all sponsors. For non-federal sponsors, the Authorization to Proceed must accompany this form. Unofficial Time/Funding on Existing Awards directly funded by U.S. Department of Education (ED), National Institutes of Health (NIH), and National Science Foundation (NSF) may be requested for up to a year. For all other sponsors (including flow through awards from ED, NIH and NSF), unofficial request is limited to 120 days. Subsequent unofficial requests beyond the initial 120 day period will be for 30 days at a time and will be reviewed on a case by case basis.
- Subcontracts and Consultants cannot be advanced prior to award execution and therefore those budget categories have not been included in the Budget table above.
- If the anticipated modification is not received within 90 days of the new advance start date / 120 days of the unofficial start 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.

Instructions for Advance Request Form _New-and-Unofficial_120 days

DEFINITIONS

- **Advance Account (New Award)** – An award record is set up at the risk of the college, department, institute, or center prior to receipt of the executed award when funding is anticipated and there is a need to process financial transactions.
- **Advance Account or Unofficial Time/Funding Request (Existing Award)** – An award record 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 request submitted by a college, department, institute, or center, at its risk, for an advance of time and/or funding in anticipation of an award or modification prior to its official receipt/execution.
- **Award Line Type** – Billing method by which sponsor administers payment (e.g. Fixed Price, Cost Reimbursable). Also referred to as Billing Type.
- **Cost Rate Type** – HRS field that corresponds to the applicable indirect rate and rate agreement for the award.
- **Direct Sponsor** – Entity giving funds directly to the university.
- **HRS Grant ID** – Financial Account as denoted in HRS and Workday
- **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 responsible for the preparation, conduct, and administration of a research grant, cooperative agreement, training or public service project, contract, or other sponsored project communicate with the sponsor on technical/scientific aspects of the project only.
- **Period of Performance** – The period of time for which the programmatic work occurs.
- **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 the type of funding received (e.g. Federal Grants, Federal Flow Through Funds, Private Grants etc.).
- **Underwrite** – Commitment to assume liability for all costs incurred on an Advance Account that are not reimbursed.
- **Unrestricted/Non-Sponsored Funding Source** – funds received by an institution for which no stipulation was made as to the purpose for which the funds should be expended. Stipulations can be made by the donor, sponsor or other external agency by constitution, external resource providers or through enabling legislation.

PROCEDURES

1. The Requesting Unit will submit an Advance Request from the Funding Proposal record in HRS that includes the required Office of Research Advance Request Form with 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 Office of Research Website: [Advance Request Form](#))
2. Period of Advance
 - a. Advance Accounts are limited to 90 days for new awards.
 - i. If additional time is necessary, prior sponsor approval and AVP approval is required.
 - b. Unofficial Time and/or Funding Advance for existing NSF, NIH, or US Department of Education awards is limited to 1 year from latest authorized budget period end date.
 - c. Unofficial Time and/or Funding Advance for all other federal and non-federal sponsors (including federal flow through) is limited to 120 days from latest authorized budget period end date.
 - i. Subsequent extension of 30 days at a time beyond the initial 90 / 120 day period requires AVP approval and may require prior sponsor approval. Such approvals will be decided on a case-by-case basis after review of award terms, department responses to the additional questions to be completed by the unit on the Advance Request Form, etc.
 - 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 Account Request Form using:
 - a. An HRS email generated from the Funding Proposal record for new Advance Request prior to award execution.
 - b. An Award Modification Request (AMR) initiated from an existing Active Award record for unofficial time/funding request prior to modification execution.
4. Award Specialist will review and respond to the request within five (5) business days of receipt by:
 - a. Creating an Advance Account or processing an unofficial time / funding as per unit request.
 - b. Returning any deficient requests for clarification either via HRS email from the Funding Proposal or through the Award AMR based on mode of submission.
 - c. Declining requests that do not receive AVP approval, as applicable, or do not meet criteria.

5. Once the fully executed award/modification/increment is received, Award Specialist 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 new Advance start date / 120 days from the 1st unofficial request, additional review will be necessary on a case-by-case basis to determine if the advance should be extended or reversed.
 - a. If the advance period is to be extended, the Requesting Unit must submit a subsequent request for extension via an AMR from the Advance Account / Active Award in HRS.
 - b. If the advance is to be reversed due to non-execution of the Award/modification, Award Specialist will reverse the Advance via an HRS MOD. The Requesting Unit will have 30 days from the date the HRS Mod is approved to move ineligible costs to the Unrestricted/Non-Sponsored Funding Source; 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 HRS Grant ID within 30 days of receiving such notification.
8. In the event that the relevant undernoted information, (a-e below) as provided on the Advance Request Form, does not align with the details of the executed Award / modification, the Award record or HRS Grant ID will need to be terminated and a replacement will be generated.
 - a. Direct Sponsor or Bill to Sponsor – will require replacement Award record
 - b. Indirect Rate/Cost Rate Type – will require replacement HRS Grant ID
 - c. Indirect Cost Base Type/Rate Agreement – will require replacement HRS Grant ID
 - d. Award Line Type – will require replacement HRS Grant ID if expenditures have occurred
 - e. Revenue Category – will require replacement HRS Grant ID if expenditures have occurred

This will require the Requesting Unit to move/transfer expenditures to the replacement HRS Grant ID or Award record within 30 days.