

## Sponsored Programs Finance Administration & Compliance Request for Advance Banner Fund Form

TYPE OF REQUEST
<input type="checkbox"/> <b>Advance Fund for a New Project</b> <i>(Awaiting fully executed contract. Charges will occur after project start date on contract)</i>
<input type="checkbox"/> <b>Advance Spending for an Existing/Continuing Project</b> <i>(Awaiting renewal award for a noncompeting continuation)</i>
<input type="checkbox"/> <b>Pre-Award Fund</b> <i>(Project charges before start date are allowed by the agency)</i>

PROJECT INFORMATION
Principal Investigator:
Department:
Agency/Sponsor:
Project Title:
Expected Award Date:
Projected Award Amount (Per Sponsor Notice): \$
Project Cost share budget (if applicable): \$
Advance Total Requested (Please attach budget for advance): \$
Advance Total Cost Share Amount Requested (if applicable): \$

REASON FOR REQUEST <i>(Attach additional pages if more space is needed)</i>

ENDORSEMENTS				
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APPROVALS: <i>SPFAC Director may approve establishment of an advance/pre-award account up to 15% of the overall award amount, or in the case of a multi-year project, 25% of the first-year allocation of the overall award.</i>				
<p>The Office of Sponsored Programs Finance Administration and Compliance has been in communication with the sponsor, and we have reasonable assurance that the grant/contract will cover the requested expenditures and that the benefits of this approval justify the associated risks. If this request is for a Pre-Award account, we have verified that the sponsor allows payment of pre-award costs with grant/contract funds.</p>				
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### SPFAC Use Only

Amount: _____	Start Date _____	Funding Type _____
Fund _____	Org _____	Program _____ Grant _____