

# Advance Account Request Form Instructions



## Principal Investigator Information

- Provide the WCM Principal Investigator's information and the designated Departmental Administrative support staff supporting the request.

## Award Information

- Provide the relevant award information.
- A WRG-Sponsored Programs record is required for all competitive awards. If a WRG record was not routed at the time of submission, one must be routed prior to submitting the advanced account request.
- The advanced account dates must fall in line with the anticipated start date for the award.

## Reason for Request

- **Delayed/Late Notice of Award** – Request must include confirmation from the sponsor that the award will be made. This confirmation can include receipt of an award notice or agreement, or some other credible assurance from a sponsor representative.
- **Delays in negotiating/processing Subaward agreement** - Request must include confirmation from the prime site that subaward is forthcoming or note that agreement is in negotiation with OSRA.
- **Pending IRB Approval** – IRB protocol application must be submitted and under review with IRB staff before an advanced account request can be submitted. Pending IRB Protocol # must be provided.
- **Pending IACUC Approval** - IACUC protocol application must be submitted and under review with IACUC staff before an advanced account request can be submitted. Confirmation from IACUC via email is required.
- **Other** – Provide a detailed explanation for advanced account requests that do not fall within the parameters outlined. Requests that fall in the "Other" category will be forwarded to the OSRA AOR for review and approval prior to advanced account creation.

# Advance Account Request Form



Complete this form to initiate creation of an advance account. Requests should be directed to your assigned OSRA Operations Specialist. For competitive awards a PD Record must be routed via the Weill Research Gateway (WRG) before an advance account is issued. **Advanced Accounts will not exceed 90 days from the budget period start date.** For more information refer to the [Advanced Account SOP](#).

Principal Investigator Information	
Name:	Administrative Contact:
Email:	Administrative Contact Email:
Department:	
Award Information	
Project Title:	WRG Record #:
Award Number:	Sponsor:
Fund Center Number:	Prime Site:
Prior WBS Element:	Anticipated Start Date:
Reason for Request (Select all that is applicable)	
<input type="checkbox"/> Delayed/Late Notice of Award <input type="checkbox"/> If Yes, attach confirmation of incoming funding from the sponsor.	
<input type="checkbox"/> Delays in negotiating/processing Subaward agreement <input type="checkbox"/> If Yes, attach confirmation of incoming subaward agreement from the prime sponsor.	
<input type="checkbox"/> Pending IRB Approval <input type="checkbox"/> Provide pending protocol #:	
<input type="checkbox"/> Pending IACUC Approval <input type="checkbox"/> Provide pending protocol #:	
<input type="checkbox"/> Other:	
Explanation/Justification: Provide a detailed statement as to the reason for the request for the Advanced Account and how the requested action is necessary to the activity supported by this award.	

## DEPARTMENT ACCOUNT:

The department, center or institute will be responsible for debt incurred for any reason including: if an award is canceled, the sponsor refuses to honor costs, the award dates are not covered by the advance account period or if the award amount is reduced. If a deficit should occur, the account to be charged is: \_\_\_\_\_ (Department, Center or Institute to complete)

**APPROVAL:** By signing this form, I certify that I am aware of the risks involved with establishing an advance account and accept responsibility for any costs not reimbursed on this project. I am also aware that Grants & Contracts Accounting will not invoice the sponsor for payment/draw down federal funds (if applicable) until the account has been removed from advance account status, and accept the risk of non-payment due to delayed invoicing/drawdown.

## Department Administrator/Center Director

Name (Print):

Signature and Date:

PI (required for preaward):

Signature and Date