

Advance Cost Center Request

- To: Eleanor Cicinsky - OVPR Main Campus
 Roseanne Wallin - OVPR Main Campus
 Laurie Henry - Director of Finance
 Kathleen Millard - Grants Manager

Advance Accounts allow Principal Investigators to initiate spending on their projects before the University receives an actual award. If the award does not materialize, the department will be responsible for all costs incurred on the advance account. It is important that funds not be spent before the period in which the sponsor expects to honor costs.

Project Title or Grant # _____

Sponsor _____

Principal Investigator(s) _____

Stewardship/Department _____

Total Funding Expected _____

Expected Project Period _____ to _____

NOT TO EXCEED
25% OF 1ST YR.

Status of Award, and Justification for Advance Account: _____

Sponsor Cost	Year I	Year II	Year III	Year IV	Year V	% Effort	Cost Share
Total Costs							
Direct Costs							
MTDC							
F&A Costs							

The Departmental chair/Dean certifies that he/she is aware of the funding risks involved with establishing an advance account. The Department/College accepts responsibility for any costs not reimbursed on this project. If, for any reason, the award does not materialize, any expenditures which were incurred on the advance account should be journaled to the following departmental non-grant fund: _____

Principal Investigator

Department Chair

Department Administrator

Dean

Sponsored Projects

Date