

# Advance Cost Center Request

- To:  Eleanor Cicinsky - OVPR Main Campus  
 Roseanne Wallin - OVPR Main Campus  
 Rosemary Dillon – OVPR Health Sciences Campus  
 Chrissy Blewett – OVPR Health Sciences Campus

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 1<sup>ST</sup> 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