

STOCKTON UNIVERSITY | RESEARCH & SPONSORED PROGRAMS

Office of Research and Sponsored Programs Advance Fund Request Form FY2025

Uses of Advance Funds

In certain circumstances, it may be necessary to establish an advance fund account prior to receipt of funds or an official agreement/contract/awards notice from a sponsor/funder.

Conditions for Advance Funds

Establishing an Advance Fund is appropriate only when certain conditions exist. Examples of such cases include, but are not limited to:

- high probability of receiving an award
- pending finalization of agreement/contract/notice of award
- an essential need to incur expenses in advance of the award
- other funding exists to cover the risk of a delayed start date or failure to receive an award
- recurring/continuing agreements/contracts from state and local agencies
- Principal Investigator (PI)/Project Director (PD) and funder have developed long-term relationship of mutual expectations
- mid-cycle of a multi-year project period
- grants or contracts where pre-award costs are allowable
- the institution has received a sponsor's written intent to award a grant or contract.

Required Approvals for an Advance Fund

- The PI/PD must inform their respective dean or budget unit manager in writing of the amount needed for advanced grant funding. The dean or budget unit manager must then confirm, in writing, that funds are available to cover the cost of reasonable and allowable expenses incurred in the event that an award is not made or the start date is delayed. When an award is not made, no expenses will be covered beyond the date of such notification.
- The Office of Research and Sponsored Programs concurs that the risks of establishing an Advance Fund account are reasonable, and the complete Internal Approval Form and a copy of the full proposal and budget are on file with the Office of Research and Sponsored Programs.
- Where applicable, regulatory and compliance requirements (e.g., IRB, IACUC) have been approved. The advanced fund supports an essential need for the project activities to begin which are justified in writing by the project director.

Restrictions to Advance Funds

The following restrictions apply to an Advance Fund:

- The initial Advance Fund period is restricted to 90 days. Under special circumstances and when fully justified by the PI, an additional extension of 45 days may be requested by the PI.
- The funds allocated in the Advance Fund period will be pro-rated relative to the funds expected in the award. (*For example, 90 days roughly equals 25% of funds expected over a 12-month budget period.*) Funding in excess of this pro-rated amount should be justified by the PI in writing based on the scope of work.
- Once approved, the pro-rated budget will be set up in a designated grant fund account according to the proposal.

- Money expended from an Advance Fund may not be used to support subawards or subcontracts.
- Only awards from public entities including county, state, and federal agencies, as well as pass-through awards, are eligible for Advance Funds.
- When the official award letter or contract is received, the Office of Research and Sponsored Programs should be notified.

Advance Fund Request

I. Principal Investigator/Project Director Information

PI/PD Name: _____

PI/PD Title: _____

School/Unit: _____

Address: _____

Telephone: _____

Email: _____

II. Request Details

Name of Sponsor/Funder: _____

Project Title: _____

Total Direct Cost Requested from Funder: \$ _____

Total Advance Request: \$ _____

**Amount advanced will be pro-rated portion of one year's budget (i.e., a 90-day advance will result in 25% budget advance.)*

Start Date Identified in the Proposal: _____

III. Attached Document Checklist

The following documents are on file with the ORSP:

- Letter of Intent to Award: Yes No N/A
- Regulatory & Compliance Approvals attached: Yes No N/A
- Justification for In-Excess Advance Requests attached: Yes No N/A
- Internal Approvals Form: Yes No N/A
- Full Proposal: Yes No N/A

- Budget: Yes No N/A
 - Justification for the Request: Yes No N/A
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IV. Signatures/Clearances

Principal Investigator/Project Director

I have and agree to the terms and conditions enumerated above.

PI/PD Name: _____

PI/PD Signature: _____

Date: _____

Dean/Budget Unit Manager

I have reviewed the advanced fund request and confirm that funds from my unit are available to cover the cost of any expenses incurred in the event that an award is not made or the start date is delayed.

Name: _____

Title: _____

Signature: _____

Date: _____ Fund#: _____

Office of Research and Sponsored Programs

Name: _____

Title: _____

Signature: _____

Date: _____