

Request an Advance for a Sponsored Project – Instructions

If you need an advance of funding/time or if you plan to expend funds prior to the contractual start date of the project (i.e. 90 day pre-award expenditures), a Request an Advance form must be completed and forwarded to the Sponsored Programs Office (SPO) or Office of Innovation and Industry Engagement (IIE) for approval.

PI NAME, MICHIGAN TECH PROPOSAL #, SPONSOR NAME

This information is available on your original proposal paperwork as submitted or on the monthly financial statements provided by your departmental coordinator.

ADVANCE REQUESTED

This section contains two headings: **Existing/Current Awards** for projects that are funded and **New Awards** for projects that are not yet funded. In either case, advances are requested when proposals/activities have been approved by the sponsor but SPO/IIE has not yet received the fully executed grant / contract / amendment. It is important to note, advance funding cannot be expended for additional compensation.

Existing/Current Awards

- **Advance of time to spend existing funds**

Check this box to request an advance of time so you may continue to work and spend on the project. You may ask for this if the sponsor plans to approve Michigan Tech's request for a time extension or additional funding (which inherently will extend the project's performance period). Attach correspondence from the sponsor of its intent to approve the request, include your index #(s), and an explanation as to how you will spend existing funds.

- **Advance of funds prior to receipt of official amendment authorizing additional funds**

Check this box to request an advance of funds to continue to work and spend on the project. You may ask for this if the sponsor plans to fund Michigan Tech's proposal requesting additional funds, but SPO/IIE has not yet received the fully executed amendment. Attach correspondence of the sponsor's intent to approve the request for the additional funds.

New Awards

- **Advance of funds prior to receipt of new award**

Check this box if the sponsor plans to fund Michigan Tech's proposal, but SPO/IIE has not yet received the fully executed grant/contract. Attach correspondence from the sponsor of its intent to award the project, including the start date of the grant/contract.

- **90-day pre-award expenditures**

Check this box if the sponsor, usually a Federal agency, has announced that it will fund Michigan Tech's project, but you request to expend funds before the announced project start date. Sponsor approval/expenditure allowability under the grant/contract terms and conditions is required for this type of advance.

DEPARTMENT ENDORSEMENTS

By endorsing the Request an Advance form, it indicates approval to assume financial obligations should the sponsor fail to initiate the award and/or extension. After all approvals are secured, forward the form to SPO/IIE.

Principal Investigator(s) – All requests must be signed by the PI

Supervisor (Department Chair/Director/etc.) – All requests must be signed by the PI's supervisor

College/School Dean – Approves all requests where the Dean is supervisor of the PI.

Michigan Tech

Request an Advance for a Sponsored Project

Sponsored Programs / Innovation & Industry Engagement Offices

PI Name: _____ Michigan Tech Proposal #: _____

Sponsor Name: _____

ADVANCE REQUESTED: (please check appropriate box(es) and attach correspondence of sponsor's intent of award and/or extension)

Existing / Current Awards:

- Advance of time to spend existing funds (existing index E _____)

- *Advance of funds prior to receipt of official amendment authorizing additional funds

New Awards:

- *Advance of funds prior to receipt of new award

- 90-day pre-award expenditures

Please provide a brief technical justification of why the advance is being requested. If an advance of time is being requested, please provide an explanation as to how you will spend existing funds.

***NOTE: Advance funding cannot be expended for additional compensation.**

DEPARTMENT ENDORSEMENTS: (endorsements indicate approval to assume financial obligations should sponsor fail to initiate the award and/or extension)

Principal Investigator(s)

Name _____ Signature _____ Date _____
Please print

Name _____ Signature _____ Date _____
Please print

Supervisor (Department Chair/Director/etc.)

Name _____ Signature _____ Date _____
Please print

College/School Dean (if applicable, see instructions)

Name _____ Signature _____ Date _____
Please print

DO NOT WRITE BELOW THIS LINE

APPROVED BY: _____ DATE: _____

NOTES: _____