*Cannot exceed 90 days.

FORM GUIDANCE

1. Signatures are required from the PI and the Department Chair. If university funds are being used in lieu of departmental funds to support this account, the signature from the Dean or the VP is required.

2. The period for the Advance account cannot exceed 90 days. Any extension of the account will have to be reviewed by OSP.

3. Emails from the sponsor are an acceptable form of documentation in support of this request.

4. Request for Advanced accounts for contract awards will have to be reviewed to ensure no conflict with the contract terms as the creation of such accounts may constitute acceptance of the contract terms. In addition, they may require sponsor approval before they are set up.