



## **Boston College: OFFICE FOR SPONSORED PROGRAMS Advance Account Form Guidance**

It is the policy of Boston College that all costs charged to a sponsored project must comply with the sponsor's terms and conditions, Boston College's policies and procedures, and Federal regulations. **When there is a conflict between Boston College policy and sponsor requirements, the more restrictive policy applies.**

### **Purpose**

The purpose of this document is to provide guidance for the completion of a Request for Advance Account form.

### **Scope**

This guidance is applicable to all sponsored awards and must be followed by schools, departments, centers, institutes, and personnel of Boston College involved with sponsored awards and/or the processing of expenses/costs charged to a sponsored award.

### **Revision Date**

This document was created August 14, 2012 and revised March 2018.

### **Guidance for the Request for Advance Account Form**

An Advance Account is a mechanism used to establish a PeopleSoft project number which would allow the Principal Investigators (PI's) an opportunity to initiate a sponsored research and begin incurring associated expenses, at the department's risk, prior to the issuance and/or completion of negotiations of an award. An Advance Account allows PI's and departments to record and track expenditures directly related to this potential award and eliminate the need for cost transfers.

The dates should be within the anticipated award project period.

In some cases, sponsors allow pre-award spending prior to the issuance of the new award. Pre-award spending allows for costs to be incurred up to 90-days prior to the start date. This is applicable to grants only not contracts. An Advance Account can be used for this purpose.

As stated previously, any expenditure incurred while an account is in advance status is made at the department's or school's risk. At the time of initial account request, the department or school designee is required to agree in writing and include a non-sponsored chart string to cover any expenditures if the award is not made or if sponsor awarded terms and conditions preclude reimbursement for expenses that precede the award start date or are otherwise deemed

unallowable. In the case that a cost or costs are deemed unallowable, the cost(s) will be transferred to the non-sponsored chart string provided at the initiation of the Advance Account.

This will allow for unallowable cost to be transferred off of the Advance Account.

## **Signatures**

Principal Investigator (PI): Required signature.

Department Chair: Required signature.

Dean or VP: Required only if the non-sponsored chart string provided is Boston College funds other than department's funds or PI's startup account. A non-sponsored chart string must be provided in case an award is not made which would require that the costs incurred be transferred off of the Advance Account.

## **Request Period for Advance Account**

The period for the Advance Account cannot exceed 90 days. Requests for extension of the Advance Account beyond a 90-day period **must** be discussed with and approved by the Office for Sponsored Programs **prior to** the end of the 90 day period.

## **Contracts**

Requests for an Advance Account that are for an anticipated award that will be in the form of a contract, must be reviewed in conjunction with the sponsor to ensure no conflict with the contract terms. For example, contract terms may include wording that creation of an Advance Account constitutes acceptance of the contract and all its terms and conditions, which would render an Advanced Account unallowable. An Advance Account for an anticipated contract award may require sponsor approval prior to an account being setup.

## **OSP Contacts**

If you have any questions about this document, how to treat a specific cost, or need additional information, please contact the Office for Sponsored Programs main number at 617-552-3344 or directly contact your area's OSP Liaison.