RESEARCH FINANCE
ADVANCED ACCOUNT - NEW AWARDS
STANDARD OPERATING PROCEDURE

Scope

This procedure applies to:

- Principal Investigators (PIs)
- Department Research Administrators (DRAs)
- Research Finance Sponsored Award Intake Team

Procedure Steps

1. **Submission of Request via InfoEd**
    a. The PI or DRA initiates an **Advanced Account Request using the e-form in InfoEd**.
    b. The AA e-form will be routed to the PI for approval prior to review by Sponsored Award Intake.
    c. The request must include:
        i. Advanced Account request e-form. (NO historical ADVANCED ACCOUNT FORM IS REQUIRED)
        ii. Supporting documentation demonstrating reasonable assurance of funding.
            1. For **New Sponsored Awards**, this may include:
                a. **Notice of Intent to Fund:** A formal email or letter from the sponsor stating that funding has been approved pending administrative processing.
                b. **Sponsor Email Confirmation:** Written confirmation from the sponsor's program officer or grants management official indicating that the award is in process.
                c. **Just-in-Time Request Confirmation:** For NIH or similar sponsors, documentation that JIT materials have been requested and submitted.
                d. **eRA Commons / Research.gov Status:** Screenshots showing the award status as "Pending," "Award Ready for Funding," or similar, indicating imminent funding.
                e. **Previous Award History:** If this is a renewal or has a consistent funding history with the sponsor, prior NOAs and a statement from the PI describing the program's continuity.

            f. **Draft Notice of Award (NOA):** If provided by the sponsor, even if pending signatures.
        iii. Justification explaining why work must begin prior to receiving the fully executed award.
        iv. A detailed budget with applicable chartstrings in the e-form.
        v. Please provide a chart string from a non-sponsored source for the purpose of transferring charges off the Advance Account should an award not be made.

2. **Receipt by Research Finance Sponsored Award Intake Team**
    a. The Advanced Account request and supporting documentation are received electronically via InfoEd by the Research Finance Sponsored Award Intake Team.
    b. Intake team verifies completeness of the submission and may reach out to the PI/DRA if additional documentation or clarification is needed.
    c. Intake team must verify that the correct PD/PT record was chosen for the AA request.
3. **Review of Request**
    a. The Sponsored Award Intake Team reviews the request to confirm:
        i. Reasonable assurance of forthcoming funding from the sponsor.
        ii. Alignment with sponsor and institutional requirements.
        iii. That the request is for allowable project-related expenses during the requested period.
        iv. Most Advanced Accounts are auto approved and covered by VPR funding. In certain circumstances, the PI and department understand they are accepting financial responsibility if funding is not received or if expenses are deemed unallowable. Award Intake will be able to see this within Chartstring provided in the e-form.
        v. The PI and department understand that compliance documents (FCOI, IRB and IACUC) will be required when the official award is received for full set up.
4. **Budget Setup Criteria**
    a. Upon approval:
        i. Award Intake sets up the Advanced Account with a **budget equal to ~25% of the anticipated award amount for the budget period.**
            1. The Intake Team will only allow budgets/chartstrings that align to the proposed budgets. If a chartstring is requested that is outside of the originally proposed budget, this will not be allowable.
            2. If budget chartstrings are requested that are solely related to Human Subjects or Animal work <insert examples> - the Intake team will require a copy of the IRB or IACUC protocol at Advanced Account stage.
            3. In **rare cases**, a higher percentage may be established if:

   a. The PI or DRA provides a **written justification** outlining why a higher percentage is necessary to support critical project needs.
   b. There is **strong sponsor documentation** supporting imminent funding.
   c. Approval for a higher percentage must be confirmed from the Director of Research Finance.

5. **Communication of Approval**
   a. Upon Intake team updating the PAM record to approved, Infoed notifies the PI and DRA of the Advanced Account approval and account setup details.
   b. The PI and DRA may begin incurring allowable project-related expenses within the approved Advanced Account budget.
6. **Ongoing Monitoring**
   a. The DRA monitors spending on the Advanced Account to ensure expenditures are:
      i. Allowable and allocable to the project.
      ii. Within the approved budget limit.
   b. The PI and DRA should follow up with the sponsor and OSP CNPA to facilitate receipt of the fully executed award as soon as possible.

Responsibilities

Principal Investigator (PI):

- Identify the need for an Advanced Account and submit justification.
- Accept financial responsibility if funding is not received.
- Oversee project spending to align with the award's scope and budget.

Department Research Administrator (DRA):

- Complete and submit the e-form in InfoEd with supporting materials.
- Monitor expenses on the Advanced Account and track budget utilization.

Research Finance Sponsored Award Intake Team:

- Review Advanced Account requests and supporting documentation.
- Approve or request additional information as needed.
- Establish the Advanced Account budget in the financial system.
- Notify the PI and DRA of account setup and approved budget limits.