



Advanced Accounts Policy Research Finance

Purpose

Establish clear expectations for the use of Advanced Accounts to allow project spending in advance of receiving a fully executed award, supporting the timely start or continuation of research activities while ensuring institutional and sponsor requirements are met.

Policy Statement

Boston College allows the establishment of Advanced Accounts for sponsored projects when there is reasonable assurance that funding will be received from the sponsor. Advanced Accounts enable allowable project-related expenses to be incurred in advance of receiving a fully executed award for new projects, ensuring research activities can proceed without interruption while maintaining accountability for sponsored funds.

Who Should Read This Policy

- Principal Investigators (PIs)
- Department Research Administrators (DRAs)
- Research Finance staff
- Office of Sponsored Programs staff
- Deans, Department Chairs, and Academic Leadership

Policy

Advanced Accounts may be requested for:

- **New Sponsored Awards** when official notice of award is pending but imminent.

All requests for new Advanced Accounts require an **Advanced Account e-form request within Infoed** completed by the PI and/or DRA, confirming that:

- The project work is necessary to begin prior to receiving the fully executed award.
- The anticipated award aligns with sponsor and institutional requirements.
- The requested budget is 25% of the proposed award total and detailed budget is provided within Infoed e-form.

Research Finance, through the **Sponsored Award Intake team**, will review and approve all Advanced Account requests for new awards based on sufficient documentation and reasonable assurance of forthcoming funding.

Responsibilities

Principal Investigators (PIs)

- Identify the need for an Advanced Account to support timely research activities.
- Approve the InfoEd e-form request as it demonstrates both the anticipated funding and the PI's acknowledgment of necessity and financial risk

Department Research Administrators (DRAs)

- Assist the PI in completing the Advanced Account request via Infoed e-form.
- Provide a detailed budget for 25% of the proposed amount via Infoed e-form.
- Submit completed forms to the Sponsored Award Intake team for review and approval.
- Track spending to ensure costs are allowable and align with anticipated funding.

Research Finance (Sponsored Award Intake Team)

- Review and approve Advanced Account requests for new awards
- Confirm alignment with sponsor and institutional requirements before approval.
- Coordinate with departments to facilitate timely account setup and risk management.