

Sponsored Programs/Research - Advance Account Request Form

Advance accounts allow Principal Investigators to initiate spending on their projects before the University receives and/or accepts an award. If an award is not made/accepted, or if the terms of the award deem certain expenditures to be unallowable, the department/school is responsible for those expenditures. **Note: A copy of the approved proposal and, if available, the award document must accompany this form or be on file in the appropriate pre-award office, i.e., OSR Awards Management, HMS -SPA, or SPH-OFS.**

Tub #: _____ : **Tub Name:** _____ **Org #:** _____ **Existing Fund # if any:** _____

Principal Investigator (s): _____

Fellow/Mentor, if applicable: _____

Awarding Sponsor: _____

Sponsor Award # (if known): _____

Date Proposal Submitted to Sponsor, if applicable: _____ (mm/dd/yy) N/A:

Project Title: _____

Expected Project Period: _____ to _____ **Period Authorized:** _____ to _____

F&A Rate(s) (effective for period of Advance Account (xx.0%): _____ % **F&A Base:** MTDC

Total Funding Expected: _____ **Funds Authorized for Advance Account:** _____

Award Type: Grant, Cooperative Agreement **Sponsor Type:** Federal

**Advance accounts for subcontracts that involve human subjects will not be authorized without special Pre-award office clearance*

If subcontract to be received: Prime Sponsor: _____

Prime Award # (if known): _____

Justification for Advance Account - attach any supporting documentation or summary of communication with sponsor:

(Note: form field length = 350 characters incl. spaces):

I certify that I am aware of the responsibilities and risks involved and that the pre-award office may bring additional negotiation issues to my attention. _____ (Insert department name) will accept responsibility for any costs not reimbursed by the sponsor.

The default account in the event expenses have to be transferred is Org No – Fund No: _____ - _____. Further, the department makes the following certifications related to this project:

Yes No: Human Subjects will be used (please note, 1) proper IRB approval(s) **must be** attached, and 2) period of advance **may not** extend past IRB approval expiration date).

Yes No: Animal Subjects will be used.

Yes No: Principal Investigator has disclosed any possible conflict of interest in accordance with the applicable policy.

University area: <http://www.fas.harvard.edu/~research/greybook/policies.html>, and

<http://www.fas.harvard.edu/~research/greybook/COI.insts.html>

HMS: <http://www.hms.harvard.edu/integrity/conf.html>

HSPH <http://www.hsph.harvard.edu/facultyhandbook/>

Yes No: Pre-Award Costs Planned (federal grants only)? If so, provide justification (350 characters): _____

Principal Investigator/Project Director/Designee

Department Chair/Designee

Dean/Designee

Date:

Date:

Date:

For Sponsored Programs Administration use only – Criteria for/Evaluation Assessment of Risk

- | | | | |
|--------------------|-----------------------|--|--------------------------------|
| 1. Sponsor history | 2. Funding instrument | 3. Award terms and conditions,
if known (policy and financial issues) | 4. Programmatic Considerations |
|--------------------|-----------------------|--|--------------------------------|

The department and school have been made aware of the following negotiation issues which may prevent the award from being made:

Pre-award Office Approval

Date Approved