

Sponsored Programs/Research - Advance Account Request Form

Advance accounts allow Principal Investigators to initiate spending on 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 is responsible for those expenditures.

Please note that 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., OSP Awards Management, HMS-SPA, or SPH-OFS.

Tub:	Org#:	Dept. name:	Fund#(if any):
Principal Investigator(s): 1.			2.
Mentor, if applicable:			Date submitted to sponsor:
Awarding sponsor:			Sponsored award# (if known):
Project title:			
Expected Project Period:	to	Period Authorized:	to
F&A Rate(s) (effective for period of Advance Account):			F&A base:
Total funding expected:		Funds authorized for advance account:	
Award type:		Sponsor type:	
<i>*Advance accounts for subcontracts that involve human subjects will not be authorized without special Pre-award office clearance.</i>			
If subcontract to be received:	Prime sponsor:		Prime award # (if known):

Justification for Advance Account – attached?		Yes	No
<i>This includes supporting documentation or summary of communication with sponsor/</i>			
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. _____ will accept responsibility for any costs not reimbursed by the sponsor.			
The default account in the event expenses have to be transferred is:		Org#:	Fund#:
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	
		<ul style="list-style-type: none"> • FAS: 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 (Please attach to printed copy)	
Principal Investigator/Project Director/Designee		Department Chair/Designee	Dean/Designee
Date:		Date:	Date:

For Pre-Award Office use only: A-21 Code: OR, I&T, OSA, S&SA					
Tub	Org	Fund	Activity	Sub-Activity	Root

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	