How to Request an Advance Account

- Advance Account Requests are submitted to SPA through the UVMClick Funding Proposal record
- The Department Administrator or Principal Investigator listed on the Funding Proposal record must complete the Advance Account Request Form and make the submission in UVMClick
- If the Funding Proposal only exists in InfoEd (and has not yet been added to UVMClick), email the completed form to spa@uvm.edu with “Advance Account Request” in the subject line.

Complete the Advance Account Request Form
1. Navigate to the SPA Forms Library
2. Scroll down the screen to Pre-Award Forms and select Advance Account Request Form
3. Follow the instructions listed in the form and complete all required fields prior to submitting your Advance Account request to SPA
4. Advance Accounts will be setup for 6 months duration, unless UVM has received the award, in which case the duration will be set up for the full period of performance awarded.
5. Advance Account budgets will be set up for the total amount of new funding anticipated for the period/ or anticipated award action

Submit Advance Account Request - For Funding Proposals Submitted in UVMClick
1. Click Grants
2. Click Awards
3. Search for your FP record and select the record associated with your Advance Account Request.

![Image of UVMClick interface showing how to access Awards and Funding Proposal records.](image-url)
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4. Navigate to the “Advance Account Request” activity in the left hand menu of the FP

5. Add your completed Advance Account Form and any other relevant documentation to the request by dragging and dropping your files in the grey area or by utilizing the “+Add” button

6. SPA will setup your Advance Account Budget in accordance with the proposal budget submitted through UVMClick. If you have documentation from the sponsor indicating that the awarded budget or period of performance will be different from what was submitted in the proposal, please include this information in your submission.
Submit Advance Account Request - For Funding Proposals Submitted in InfoEd

If the funding proposal was submitted in InfoEd and does not yet have a UVMClick Funding Proposal record to submit the Advance Account Request through:

1. Email the completed form and any relevant documentation to SPA@uvm.edu and include “Advance Account Request” in the subject line
2. If you have documentation from the sponsor indicating that the awarded budget or period of performance will be different from what was submitted in the proposal, please include this information in your submission