

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.



The screenshot shows the UVMClick Grants interface. At the top, there is a navigation bar with tabs: My Inbox, Agreements, COI, Facilities, Grants (highlighted), IACUC, IRB, and a menu icon. Below this is a secondary navigation bar with links: Funding Proposal, Complex Projects, Awards (highlighted), Reports, and Help Center. The main content area is titled 'Funding Proposal' and contains a 'Create Funding Proposal' button and a 'Proposals' tab (highlighted). Below the tabs is a search bar with the text 'Enter text to search for' and a search icon. Below the search bar is a table of funding proposals with the following columns: ID, Name, SmartForm State, PI, Direct Sponsor, Submission Type, Application Deadline, Specialist, and Submitting Department.

ID	Name	SmartForm State	PI	Direct Sponsor	Submission Type	Application Deadline	Specialist	Submitting Department
FP00000292	Test Reordering Personnel	[Edit] Draft	McGinnis	National Institutes of Health/NIH	Funding Submission	8/16/2020	Tyack	Elec & Biomed Engineering
FP00000215	Proposals II Supplement and Continuation	[Edit] Awarded	McGinnis	National Institutes of Health/NIH	Funding Submission	8/16/2020	Tyack	Elec & Biomed Engineering
FP00000215_Rev6	Proposals II Supplement and Continuation - Revision - 6	[Edit] Draft	McGinnis	National Institutes of Health/NIH	Revision	8/16/2020	Tyack	Elec & Biomed Engineering
FP00000259	Training I	[Edit] Draft	Diehl	National Institutes of Health/NIH	Funding Submission	8/16/2020	Lavalette	COM Microbio & Molec Genetics

- Navigate to the "Advance Account Request" activity in the left hand menu of the FP

Awarded

Next Steps

- View Funding Proposal
- Printer Version
- View Differences
- Create Renewal
- PI Certify
- Advance Account Request
- Manage Relationships
- Create Agreement
- UVM Add Attachments
- Copy
- Create Supplement
- Send Email
- Manage Guest List
- Add Comment

Proposals II Supplement and Continuation

FP00000215 Funding Proposal

Proposal Information	Budget Information
PI: Ryan McGinnis	Project Period: 1/1/2021 - 12/31/2025
Submitting Department: Elec & Biomed Engineering	Number of Periods: 5
College: COLLEGE OF ENGINEERING AND MATHEMATICAL SCIENCES	Sponsor Total Direct: \$2,226,010
Dir: National Institutes of Health/NIH	Sponsor Total F&A: \$773,020
PI: Listed Department Administrator or PI can submit AA	Sponsor Total Cost: \$2,999,030
Application Deadline: 8/16/2020 Sponsor Deadline (Hard)	Proposal Activity: RESEARCH - Basic - 311
SPA Deadline: 8/13/2020	Cost Share Direct: \$210,605
Department Administrative Contact: Sylvie Butel	Cost Share F&A: \$117,940
SPA Administrator: Joshua Tyack	Cost Share Total: \$328,545
SF424 Link (if applicable):	

```

graph LR
    Draft --> DeptReview[Department Review]
    DeptReview --> SpecReview[Specialist Review]
    SpecReview --> SponsorReview[Sponsor Review]
    SponsorReview --> Awarded[Awarded]
    DeptReview --> Clar1[Clarifications Requested]
    Clar1 --> DeptReview
    SpecReview --> Clar2[Clarifications Requested]
    Clar2 --> SpecReview
    SponsorReview --> Changes[Changes Required]
    Changes --> SponsorReview
    
```

- 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
- 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.

Advance Account Request

- * Upload the completed [Advance Account Request form](#):**

+ Add

Name

There are no items to display

OK
Cancel



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