Sponsored Project Administration

Procedure:	**Advance Account Procedure**
Owner:	**Sponsored Project Administration**
Effective date:	**03/01/2018**
Last Updated:	**4/29/2021**

Background

To avoid the risk of incurring costs that are not reimbursable, work may not begin on a sponsored project until an Advance Account has been established or the award acceptance process is complete.

Establishing an Advance Account has numerous other benefits, such as,

- Principal Investigators can begin work.
- Project chartstring remain the same after the award arrives.
- Expenses are charged to the appropriate chartstring initially, resulting in fewer cost transfers and less use of departmental suspense.
- Facilitates timely fiscal oversight for the Principal Investigator and Unit Administrator.
- Sponsor can be billed immediately once UVM receives a fully-executed award document, demonstrating work is taking place and providing an accurate spending rate.

The Principal Investigator or Unit Administrator can initiate an Advance Account by completing and emailing the Advance Account Request Form to mailto:spa@uvm.edu.

Sponsored Project Administration will assist with the establishment of an Advance Account.

It is important to note that the college, school, or administrative unit where the project resides assumes the financial risk if UVM does not receive or accept the award, or if the terms and conditions of the award subsequently deem certain expenditures unallowable.

Purpose

This document sets forth procedures for requesting an Advance Account in accordance with UVM's Establishment of Advance Account s for Sponsored Agreements.

Roles and Responsibilities

Principal Investigator and Unit Administrator

- Ensure proposal or award has completed the approval internal route prior to submitting an AA request.
- Initiate request by submitting Advance Account Request Form
- Provides all supporting documentation, including written confirmation from a sponsor of the forthcoming award.

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- Confirms request is complete.
- Approves and establishes the Advance Account in PeopleSoft
- Notifies department upon completion of the process.

Definitions

PI: Principal Investigator

SPA RA: Research Administrator

SPA AAO: Award Acceptance Officer

SPA Set up Team: Set up completes the entry into SPA's systems

SPA: Sponsored Project Administration

UA: Unit Administrator (For the purpose of all procedures, Business Unit Administrator, Business Manager, Grant Administrator, and Department Administrator are all used interchangeably and refer to the person assisting the PI in the Department.)

Compliance: When SPA staff members mention compliance in the context of proposals and awards, this most often refers to widely applicable Federal regulatory requirements. These can include policies governing the allowable costs, as well as UVM's own policies for Sponsored Projects, or other policies particular to the sponsor or the funding opportunity. Any compliance issue flagged at the time of Advance Account must be resolved before SPA can set up the Advance Account.

Partially Executed: This means an award document has completed the review and negotiation process and has been signed by one or more of the parties to the agreement, but not all.

Fully Executed: This means an award document has been signed by all parties to the agreement, and that it can move on to the Setup Team for entry into PeopleSoft.

Procedure

Principal Investigator and Department

Working with the PI, the UA submits the Advance Account request to SPA by emailing spa@uvm.edu, along with all required documentation. In order for SPA to begin work on an Advance Account request, the PI/department must complete the following tasks:

- Ensure internal route is completed prior to submission of AA request
- Complete the [Advance Account Request Form](#) with all required chartstrings, signatures (PI, Department Chair, and Dean, if needed) and SPA budget worksheet with the requested budget.
- Provide written confirmation from the sponsor that the award is forthcoming. This can be in the form of an award document, or an email from the sponsor confirming the award and the anticipated start date.
- Submit all materials by emailing to spa@uvm.edu and include in the subject line "Advance Account Request".

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- When SPA receives a completed Advance Account Request Form and documentation, it will be added to the Award Log and given to the Award Team Lead for distribution and processing.
- The AAO will review the completed form and clarify any questions they may have.
- AAO will process to SPA **Setup Team**.

The last step in the process belongs to the **Setup Team:**

- Following the checklist, the **Setup Specialist** enters the award into PeopleSoft.

- When the setup is complete, the Setup Specialist notifies the PI and critical department personnel that they can begin spending.

Follow up

When an Advance Account reaches its end date, an automated email from PeopleSoft will be generated to alert the ending of the Advanced Account. At this time, the PI and UA will coordinate an appropriate action.

FAQs

Q: I have received word that my proposal will be funded. How long should it take until I am able to begin spending on the grant?

A: It can vary widely, depending on the sponsor and the complexity of the agreement. Some turn around quickly, while others require more extensive negotiation between UVM and the sponsor. In the latter case, if the award start date is approaching, it may make sense to request an Advance Account while the award moves through the review and negotiation process.

Q: If my award document has arrived, but I do not yet have chartstrings, should I request an Advance Account?

A: It depends on how far along it is in the award process. This is a good time to contact your SPA AAO, who can determine whether you need to pursue an Advance Account, or whether SPA will be able to set up the award shortly.

Q: I have a five-year NIH award and year two is ending. Should I request an Advance Account on Year three to ensure I can continue spending?

A: If it is a SNAP award an Advance Account is not necessary because carryforward is automatic and the department or PI can work with their SPA Financial Analyst to keep spending while the award is processed**.**

If the award is a non-SNAP, however, it may make sense to request an Advance Account, if it seems that the award setup will be delayed past the end date of the current period. In this case, and if the award document is already at SPA, the Advance Account budget should represent the full award amount for the new period.

Q: My award document is partially executed. Should I request an Advance Account?

A: Contact your AAO for advice on this, because it varies in each case. In most cases a follow-up email from the SPA to the sponsor can move the fully executed along, allowing the SPA to set up the award rather than an Advance Account. In other cases, there may be delays in returning the fully executed that warrant setting up the Advance Account.

For additional questions, please contact your SPA Research Administrator or the Award Acceptance Officer assigned to your award.

Helpful Links

SPA Forms Library

Document Change Record

Date	Version	Author	Change Details
03/01/2018	1	SPA	Initial release
9/17/2018	2	SPA	Workflow update based on new form and process.
10/19/2018	3	SPA	Updated "Follow Up" section to reflect timing of automated expiration notices
4/29/2021	4	SPA	Link Update