

**Request for Fund Number**  
**(This is not required for non-competitive continuation grants)**

**DATE:**

**FROM:**

**TO:** Jerome Itinger, Research Office, 201 Henderson Building  
(Pre-Award Costs Authorization must be done using a PCA form which can be found at our website.)

**Requestor (Principal Investigator):**

**Department/Center:**

**Sponsor (Agency):**

**Project Title:**

**Proposed Start Date:** \_\_\_\_\_ **Proposed End Date:** \_\_\_\_\_

**Requested Budget Authorization:** \$ \_\_\_\_\_ (proposed budget)

**Award Follow-Up Date:** 2 months from Set Up Date

(If the award is not signed or received within 2 months from set up, the Investigator must follow-up on contractual problems. All expenditures must cease unless new request is submitted/approved.)

**Justification Required:** (1. Why is the agreement not signed and approved? 2. When do you expect approval?  
3. Explain reason why you are requesting a fund number.)

I understand that if the above award is **not funded** or has a **start date other than specified**, All Inappropriate Charges to the Established Fund Number will be Transferred to the \_\_\_\_\_  
Department/Center. (Approval signature required below.)

**This document cannot be processed without the requested signatures:**

Principal Investigator: \_\_\_\_\_ Date: \_\_\_\_\_  
Department/Ctr Head: \_\_\_\_\_ Date: \_\_\_\_\_

## Advance Fund Numbers:

*Why should you request them?* An advanced fund number should only be requested if all parties are confident that the agreement will be signed. If there is concern that concurrence will not be achieved by both parties, no expenditures should be processed against any account numbers and the **research project should not be initiated** until agreement has been reached.

When a proposal has been submitted but there have been delays in the signing of the agreement, sometimes the project has already begun and expenditures must be processed. Also in many cases, salaries need to be charged indicating the effort performed. In this scenario, the Investigator should request an advanced fund number with approval from the department/center. This will authorize charges to be placed on the appropriate budget number.

Currently (in most cases), the departments/centers are charging the general funds account of other funds and then transferring the charges after the new account number has been established. The *disadvantages* associated with this procedure are: justifying the transfers as appropriate, additional paperwork related to the transfers, possibility of delinquent salary charges. The *advantages* of advanced numbers are: expenditures are processed appropriately, no adjustments would be required, it would be less likely to be audited.

Advanced fund numbers require signatures of the investigator and Department or Center Head.

When an advanced fund number has been obtained, the department/center is responsible for all expenditures applied if the agreement is NOT established. Lapses in the funded period can also be cause for unallowable expenditures.

Recommendations of probability of funding can be given by Boe (Jerome) Itinger. However, the final responsibility is sustained by the department/center.

The form can be requested from the Research Office and completed by the administrative area. They also can be maintained by each admin area. When the form has been returned with the appropriate approvals an account number will be established and a budget processed. The account number and budget process will take 2 to 3 working days.