

Request for Advance Instructions and

If you require advance funding or are expecting an increment for your project, a Request for Advance Form must be completed and forwarded to the Sponsored Programs Office (SPO) office for approval.

The form has three sections that must be completed along with obtaining the signatures of the Principal Investigator and his/her Department Chair.

MTU Proposal No. - This is a tracking number for your proposal assigned by the SPO office. You can find this number on the monthly financial statements provided by your departmental coordinator or you can contact the SPO office and they will look it up for you. Enter the proposal number in the space provided.

Sponsor - Your sponsor is the organization that is providing funding for your project. Please list the sponsor's name in the space provided.

Advance Requested – This section **contains two headings, *Existing/Current Awards* for projects that have been funded and *New Awards* for proposals that have been approved by the sponsor although SPO has not yet received the signed grant or contract. Please select the appropriate box.**

Existing/Current Awards

- Advance of time to spend existing funds – Check this box if you have a current project and you have requested additional time to spend project funds.
- Advance of funds prior to receipt of official amendment – Check this box if your sponsor plans to award additional funds and SPO has not received a signed grant or contract amendment.

Advance Requested for New Awards

- Advance of funds prior to receipt of new award – Check this box if your sponsor plans to fund your proposal and has given you permission to start work but SPO has not received a signed grant or contract.
- 90 day pre-award expenditures – Check this box if your sponsor, usually a Federal agency, has announced that it will fund your proposal but you plan to expend funds before the announced project start date as allowed in the terms and conditions of the award.

Department Endorsements

Endorsements indicate approval to assume financial obligations should sponsor fail to initiate award and/or extension.

- Principal Investigator - Signs the completed form, makes a copy for the project file and then forwards the form to his/her Department Chair for approval and signature.
- Department Chair - Reviews the completed form and indicates approval by signing it. Makes a copy for the file and routes it to SPO.



REQUEST FOR ADVANCE FORM

Sponsored Programs Office
(906) 487-2225
FAX: (906) 487-2245

MTU Proposal No.: _____ Date: _____

Sponsor: _____

Advance Requested: (please check appropriate box and attach correspondence of sponsor's intent of award and/or extension)

Existing/Current Awards:

- Advance of time to spend existing funds (existing index E_____)
- *Advance of funds prior to receipt of official amendment authorizing additional funds.

New Awards:

- *Advance of funds prior to receipt of new award
- 90 day pre-award expenditures

Please provide a brief technical justification of why advance is requested. If requesting an advance of time, please provide explanation as to why funds are remaining.

***NOTE: Advance funding cannot be expended on extra compensation pay.**

Department Endorsements: (endorsements indicate approval to assume financial obligations should sponsor fail to initiate award and/or extension)

Principal Investigator: _____

Department Chair: _____

APPROVAL:

Director of Sponsored Programs Office: _____

Notes: _____