AP-5 Research Advance Request Form Instructions

**Principal Investigator’s Responsibilities**

1. Safeguard all cash and cash equivalents received under the advance.
2. Collect and submit all required documentation (i.e. receipts, receipt acknowledgments, etc.)
3. Complete an AP-6 Research Advance Reconciliation Form to clear out actual expenditures against your advance within 30 days of the Use of Funds end date.
4. Unused funds must be deposited at the Cashier’s Office. (Deposit information GL 101120 Fund 2025031000.) The deposit receipt must be included as support on the Form AP-6 to be submitted within 30 days of the Use of Funds end date.
5. Past due advances (any 30 days past Use of Funds end date) will prohibit additional advances being received by the requestor.
6. Unsubstantiated amounts or expenses not in compliance with university policy are the responsibility of the principal investigator.

**Field Instructions**

1. **Principal Investigator**  
   Enter the name of the principal investigator responsible for the advance request. This Texas State employee is the primary lead on the research project.

2. **SAP Vendor No.**  
   Enter the vendor number assigned in the accounting system for the requesting investigator. Refer to the Vendor Maintenance web site for instructions on requesting a number or identifying an existing number.

3. **Project**  
   Enter the research project name for which the funds will be used.

4a-b. **Use of Funds Beginning & End Date**  
   Enter the dates for which the use of advance funds will be needed. This date may not exceed 3 months without prior approval.

4c-d. **Grant Beginning & End Date**  
   Enter the date in which the grant will begin and end.

5. **Advance Type**  
   Select the appropriate type of advance you are requesting:
   a. **One Time**  
      Intended for projects where a relatively moderate advance is needed for a short time frame.
   b. **Revolving**  
      Intended for situations where a relatively large advance is needed for a relatively long period of time. Advance is split into several payments during this period.
   c. **Estimated Payments**  
      Enter the number of payments a revolving advance will be disbursed.
   d. **Human Subjects**  
      Intended for one-time advances where study participants (human subjects) will be awarded cash or cash equivalents for their participation.

6. **Human Subjects**  
   Institution Review Board number and approval date must be provided.

7. **Rationale for Request**  
   Provide a justification statement to substantiate the issuance of the advance.

8. **Cost Center**  
   Enter the SAP cost center number. Not required when entering an internal order (field 10).

9. **Fund**  
   Enter the SAP fund number.

10. **Internal Order**  
    Enter the SAP grant or internal order number.

11. **Sponsored Class GL Code**  
    Distribute the advance in relation to the expected expenditures. Use the drop down GL list for your distribution.

12. **Amount**  
    Enter the requested advance amount. For revolving advances, the amount will be split evenly using the estimated payment number in field 5, unless different written instructions are provided.

13. **Date Advance Needed**  
    Enter the last possible date the advance is needed in the Requesting Investigator’s control.

14. **Total**  
    Enter the sum of all field 12 entries. This is the total amount of the advance.

15. **Contact Person**  
    Enter the name and telephone number of the contact person.

16. **Approvals**  
    Obtain the appropriate approvals. If the approver is the requesting investigator, approval at least one level higher is required.
   a. **Requesting Investigator**  
      Required.
   b. **Academic Chair**  
      If the amount exceeds $2,500.00
   c. **Academic Dean**  
      If the amount exceeds $10,000.00
   d. **Office of Sponsored Programs**  
      Required for sponsored projects
   e. **AVP for Research**  
      Required for human subject advances and research enhancement projects only

Effective 1/01/13