



Research Advance Request Form
Accounts Payable Office

Submit completed forms to:
AVP Research Office JCK 489

Instructions: Complete all fields. Include this form with any required supporting documentation. Form must be submitted 10 days prior to the requested date in field 13 below. For more information on process and requirements, contact the AVPR Office at 5-2314. If related to foreign travel, Presidential travel approval is required 45 days prior to departure.

AP Use: Funds Commitment No.		AP Use: Advance Document No.	
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1. Principal Investigator _____ 2. SAP Vendor No. _____

3. Project _____

4a. Use of Funds Start Date _____ 4b. Use of Funds End Date _____

4c. Grant Start Date _____ 4d. Grant End Date _____

5. Advance Type One Time Revolving - _____ Estimate Payments Human Subjects Complete #6

6. Human Subjects IRB # _____ Approval Date _____

7. Rationale for Advance Request (If additional space is needed, attach a separate document.)

	8. Cost Center	9. Fund	10. Internal Order	11. Sponsored Class GL Expense Code	12. Amount
A					
B					
C					
D					
E					

13. Date Advance Needed _____ 14. Total _____

15. Contact Person _____ Phone _____

I accept responsibility for all cash and cash equivalents received under this advance. I will provide a reconciliation including receipts and all other required documentation within 30 days of the Use of Funds end date shown in 4b above. If I fail to provide the required reconciliation and required support documentation, I understand that I will be contacted to repay the university for any unsubstantiated amount of this advance. Should the unsubstantiated amount not be repaid within 90 days of the Use of Funds end date shown in 4b above, the unsubstantiated amount will be reported to the Payroll and Tax Compliance Office for inclusion as additional income on the requesting investigator's W-2 in accordance with IRS requirements. Funds received will be used in accordance with the principles established in OMB Circular A-21 regardless of the source of funding.

16. Approvals	Signature	Printed Name	Date
Requesting Investigator			
Chair ¹ Approval (if \$2,500 or more)			
Academic Dean (if \$10,000 or more)			
Sponsored Programs ²			
Assistant VP for Research Approval ³			

¹ If the approver is the requesting investigator, approval is required from at least one level higher than the investigator.
² Office of Sponsored Programs approval required on all sponsored projects.
³ Assistant Vice President Research approval required on all human subject advances and Research Enhancement Program (REP) funded projects.