***Instructions: AP-6 Research Advance Reconciliation Form***

***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. **P.I. (Principal Investigator)** Enter the name of the principal investigator responsible for the advance request.
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 Name** Enter the research project name for which the funds were used.
4. **Funds Commitment #** Enter the SAP number assigned by the AP Office when the advance was issued.
5. **Use of Funds End Date** Enter the ending date of the Use of Funds related to these expenditures.
6. **Amount of Advance** Enter the amount of the advance being requested.
7. **Human Subjects Incentive Exp.** Provide details for each award given on the Human Subjects Incentive Expense worksheet tab. The total will automatically calculate and insert on the AP-6 main tab.

1. **Total Research Expenses** Provide details for each expense on the Research Expenses worksheet tab. The total will automatically calculate and insert on the AP-6 main tab.

1. **Total Non-Travel Expenses** Automatically calculated by adding the Human Subjects Expenses and Non-Travel Expenses.

**9a. Funding Source(s)** Funding source should match the source(s) provided on the advance form.

1. **GL Code** Enter the SAP General Ledger code.
2. **Fund** Enter the SAP Fund number.
3. **Cost Center** Enter the SAP Cost Center number.
4. **Internal Order** Enter the SAP grant, funded program or statistical order number, if applicable.
5. **Amount** Enter the expenditure amount to be charged to each funding source combination.

1. **Total Travel Expenses** Travel expenses automatically calculate after they have been entered on the Travel worksheets.

1. **Total Current Expenses** Automatically calculated by adding the Total Non-Travel Expenses and Total Travel Expenses.
2. **Cashier’s Office Deposit(s)** Enter the amount deposited with the Cashier’s Office, if applicable, and attach all deposit slips.
3. **Current Certified Cash Balance** Enter the amount of funds being retained for future use, if applicable.

**13a. New Funds End Date** If funds are being retained, enter the new funds end date and attach a copy of Form AP-7.

1. **Total Unspent Funds** Automatically calculated by adding Casher’s Office Deposit(s) and Current Certified Cash Balance.
2. **Sum of Previous Expenses** Enter the sum of expenses from any previous Form AP-6’s submitted for this project and attach.

**Unsubstantiated Funds –** This box **must equal zero** for the form to be considered complete and valid for entry. Please contact Accounts Payable immediately with any issues that prevent the Unsubstantiated Funds from equaling zero.

**Requesting Investigator Certification** – Sign, Print, and Date

**Administrative Approvals** – Obtain the appropriate approvals. If the approver is the requesting investigator, approval is required from at least one level higher than the investigator.

1. **Sponsored Programs** Required for sponsored projects only
2. **AVP of Research** Required for human subject advances and research enhancement projects only