

Advanced Account Request Form

Complete this form to request the creation of an advanced account. Requests should be submitted to Grants and Contracts at UNTProposals@unt.edu or for existing accounts please submit in GRAMS. Advanced accounts are established for an initial 90-day period, after which sponsored funding should be received. In the event it is not received an additional request will need to be made and evaluated to determine if the account can remain active until funding is received.

Date of request:

Date of anticipated award funding:

Department contact:

Reason for Request:

PI Name:

GRAMS Funding Proposal ID or ProjID:

Project Title:

Sponsor Name:

Sponsor allows Pre-Award Spending?

Does this request require cost sharing?

Does the research involve:

Humans subjects

Animal subjects

Foreign Travel

Biosafety Compliance (rDNA/Biological materials; embryonic Stem Cells)

Laboratory Safety (Hazardous Materials and Radioactive Materials/Radiation; Radioisotopes)

Intent to Fund Information

**Please attach letter or email of intent to fund, from sponsoring agency when sending form to GCA for processing.*

Amount and Budget for Request

Total amount requested for 90 advanced spending:

**Please attach to the request an excel budget for the 90-day anticipated spending categories and amounts for each category.*

Guarantee Account

The college or department is responsible for **all** debt incurred for any reason including: if an award is withdrawn or cancelled, the sponsor refuses to honor costs, the award dates are not covered for the advance account period or if the award amount is reduced. If a deficit occurs, the account chartstring provided will be charged for the complete amount of spending associated with the advanced account.

Complete chartstring for guarantee account:**Approval**

By signing this form, I certify that I am aware of the risks involved with establishing an advanced account and accept responsibility for any costs not reimbursed by the sponsor of this project and understand that expenses not reimbursed will be charged to the guarantee account. I attest that, as PI, I will ensure this advanced account is not used for activities requiring incomplete compliance approvals, including human subjects research, animal research (IACUC), biosafety, or laboratory safety.

PI Signature:**Dean Signature:****Chartstring Holder Signature If not PI and/or Dean:**FOR GCA USE ONLY:

GCA Approval

Expiration Date of Advanced Account