

Process Steps for Requesting an Advanced Account

Preliminary account activation

The PI will need to send an email to the UNTProposals@unt.edu email.

Please attach the following documents:

- The sponsor's intent to fund email, letter or memo
- 90-day budget of expense needed
- Advanced account form – completed and signed.

Bridge Funding Advanced account:

First determine if an advanced account is needed by sending an email request to GCAPostaward@unt.edu Please put the title of the email as *Bridge Funding Review*.

In the email please include any communication with the sponsor that you have received. The grant projectID or award number and the total amount of anticipated spending that would occur prior to receipt of additional funding.

OGC will review the email request.

If it is determined by OGC that an advanced account is needed for the continuation, the award analyst will reach out and ask that the advanced account form be filled out sent forward in GRAMS as a request for modification.

Log into GRAMS and go to the awards tab.

EIS WorkCenter	Admin	Agreements	Grants
Complex Projects	Awards	Reports	Help Center
	Central Actions		

Awards	Active Awards	Advance Account	Draft Awards	Awards in Review	Subawards	Award I
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Find the award in GRAMS that you are requesting the advanced account for and click on the hyperlink to go into the award.

Awards		
Active Awards		
Advance Account		
Filter by ID Enter text to search		
ID	Name	Smartform
AWD00000042	DSM Award Design - 1 project	[Edit]
AWD00000109	Award for Mod Demo on 6/14/21	[Edit]

In the award you will see on the left-hand side, Request Award Modification – Click on this to open the Smartform.

Active

Next Steps

View Award

Printer Version

Create Award Modification

Create Subaward

Request Award Modification

Create Continuation

In the Smartform you will need to give a short title of what you are requesting (advanced account) and then any additional comments of what is being requested.

Request Details

- Short title:**
- Date requested:**
- Full description of requested changes:**
- Supporting documents:**

Name
There are no items to display

Attach the following:

- Advanced account form – completed and signed.

Regulatory compliance

➤ **Award is ready but awaiting compliance:**

If your award is pending regulatory compliance approval you can still ask for an advanced account, however, additional documentation is needed.

Please fill out the appropriate attestation letter

- IRB attestation letter template
- IACUC attestation letter template.

Attach the following to the email to UNTProposals@unt.edu

- The sponsor's intent to fund email, letter or memo
- 90-day budget of expense needed
- Advanced account form – completed and signed.
- Appropriate attestation letter.

➤ **Award is ready but there is delayed onset for compliance**

In this instance the compliance cannot be completed at this stage in the award because additional information is needed and as such the award would not need an advanced account but would instead be set up in the system as the full award but would need the additional Delayed Onset Compliance Form. This will allow the analyst setting up the award to set it up with markers for the future need for compliance and to set aside any funding in the award related to future compliance activities. The delayed onset compliance determination would be made by the Pre-award analyst working with the PI. The Delayed Onset Compliance Form would be filled out and approved by the PI and the GCA delegate.

Attach the following to the email to UNTProposals@unt.edu

- Any communication with the sponsor regarding delayed onset compliance
- Budget period and Budget amounts needed during the delayed onset period
- Advanced account form completed and signed
- Delayed onset form approved by PI