

**Please DO NOT DOWNLOAD. Contact OGRA for the request for the Program Advancement of funds for new and existing grants form.**

**REQUEST FOR A PROGRAM ADVANCEMENT OF FUNDS FOR NEW AND EXISTING GRANTS**

**TO:** Office of Grants and Research Administration **Date:** \_\_\_\_\_

**FROM:** \_\_\_\_\_ \_\_\_\_\_  
 Principal Investigator (Print): Dean of College (Print)  
 \_\_\_\_\_ \_\_\_\_\_  
 Signature and Date Signature and Date

**A. REQUEST FOR PROGRAM ADVANCEMENT OF FUNDS**

REASON FOR REQUEST (CHECK ALL THAT APPLY):

- Waiting for Board of Trustees Approval  Waiting for Fully Executed Contract  
 Waiting for Official Award Notification  Waiting for Approved Budget from the Granting Agency

PROPOSAL DATA (ON FILE IN OGRA):

Principal Investigator: \_\_\_\_\_ Department: \_\_\_\_\_  
 Title of the Proposal: \_\_\_\_\_  
 Sponsor: \_\_\_\_\_ Proposal Ref. No.: \_\_\_\_\_

AWARD DATA (for multiyear grants): Award No.: \_\_\_\_\_ Award Period: \_\_\_\_\_ Award Amount: \_\_\_\_\_

ANTICIPATION REQUEST:

Amount: \$ \_\_\_\_\_ Period (limited to three (3) months): From: \_\_\_\_\_ To: \_\_\_\_\_

**B. ITEMIZED BUDGET FOR THE ADVANCEMENT OF FUNDS**

Budget Category	First Month	Second Month	Third Month	Total
Personnel and Benefits				
Student Wages				
Travel				
Equipment/Supplies				
Contractual				
<b>TOTAL:</b>				

Please attach an itemize list for each Budget Category. Copies of fully executed authorizations for Release Time, Overrides, Personnel Change Notice, Travel Authorizations, Subcontracts, Contracts and personnel action forms for student hire.

The Office of Grants and Research Administration Only:  Request approved as noted  Request denied  
 (If request is denied please provide an explanation in the space provided on the following page.)

\_\_\_\_\_ Date: \_\_\_\_\_ \_\_\_\_\_ Date: \_\_\_\_\_  
 Angela Hopgood Yvonne Harris, Ph.D.  
 Pre-Grant and Contracts Administrator Associate Vice President of Sponsored Programs  
 \_\_\_\_\_ Date: \_\_\_\_\_ \_\_\_\_\_ Date: \_\_\_\_\_  
 Grants Accounting Administrator Authorized Fiscal Administrator