

REQUEST FOR A PROGRAM ADVANCEMENT OF FUNDS FOR NEW AND MULTI-YEAR GRANTS

TO: Office of Grants and Research Administration

FROM: _____
Principal Investigator (Print): _____
Signature and Date _____

REQUEST FOR PROGRAM ADVANCEMENT OF FUNDS

REASON FOR REQUEST (CHECK ALL THAT APPLY):

- ☐ Waiting for Sub Award Contract from Lead Institution ☐ Waiting for Fully Executed Contract
☐ Waiting for Official Award Notification ☐ Waiting for Approved Budget from the Granting Agency

PROPOSAL/AWARD DATA (if applicable):

Title of the Proposal: _____

Sponsor: _____ Award No.: _____

Proposal FUND No.: _____

Current FUND expiration period: _____ Current FUND balance: _____

ANTICIPATION REQUEST:

Period (limited to three (3) months): From: _____ To: _____

Approximate amount of expenditures during the advancement request period: \$ _____

(Expenditures may include Release Time, Overrides, Personnel Change Notice, Travel Authorizations, Subcontracts, Contracts and personnel action forms for student hire CSU requisitions, etc.)

Note: Authorization for program advancements is approved case-by-case based on the award performance record, the award type, the award amount, and the funding agency. As soon as OGRA gets the agency's continuation notice (budget, contract), the expiration date and/or budget are set for the FUND. OGRA reserves the right to cancel or deny any expenditures during the program advancement period. This form must be submitted at least 30 days before the award expiration date for existing grants.

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

Angela Hopgood-Miller
Grant and Contracts Administrator

Date: _____

Edmundo Garcia-Solis, Ph.D.
Associate Provost Grant & Research Admin.

Date: _____

Grants Group Manager
Jacqueline Pointer

Date: _____

Julia Siwierka
Grants and Compliance Administration Specialist

Date: _____

NOTE: Please explain the decision to deny the request for program advancement: