

# Sponsored Programs

OFFICE OF RESEARCH, University of California, Davis



## ADVANCE ACCOUNT REQUEST

**INSTRUCTIONS:** Complete and deliver/mail form and Sponsor's written verification of intent to fund project to Sponsored Programs, 1850 Research Park Drive, Suite 300, University of California, Davis, CA 95618. When approved by Office of Research, the department will be able to create an account for use in charging project expenditures. **Departments are responsible for monitoring accounts established in advance of receiving formal award.**

For applicable policies, please see <http://manuals.ucdavis.edu/ppm/230/230-06.pdf> and <http://manuals.ucdavis.edu/ppm/330/330-31.pdf>

Principal Investigator: \_\_\_\_\_ Department: \_\_\_\_\_

Project Title: \_\_\_\_\_

Sponsor: \_\_\_\_\_ Contract/Grant #: \_\_\_\_\_

Please indicate if federal or federal flow-through funds are being provided by Sponsor for project:  **Yes, funds from Sponsor are federal or federal flow through funds**

Name and Phone Number of Sponsor Contact: \_\_\_\_\_

Award Dates:	_____ to _____	Total Anticipated Award Amount:	\$ _____
	(start – mm/dd/yyyy) (end – mm/dd/yyyy)		
Advance Dates:	_____ to _____	Advance Amount:	\$ _____
	(start – mm/dd/yyyy) (end – mm/dd/yyyy)		

This request is necessary for the following reasons:

I certify that all necessary human subject, animal subject, and/or environmental health and safety approvals have been obtained prior to conducting work that requires such approvals.

Principal Investigator: \_\_\_\_\_ Date: \_\_\_\_\_

I certify funds will be available to cover the expenditures incurred for this project in the event that the Sponsor does not provide the funds requested. (Indicate alternate fund source below.)

Department (or Dean, if applicable) fund source: \_\_\_\_\_

Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_  
 Dean of College/School (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

### OFFICE OF RESEARCH APPROVAL

The Office of Research has received a written or verbal commitment directly from the Sponsor stating their intent to provide the funds requested for the above named project.

Executive Director  
 Research Administration  
 Office of Research: \_\_\_\_\_ Date: \_\_\_\_\_