



Advance Accounts (pre-award spending)

Advance Account/Pre-Award Spending Criteria

Though NOT encouraged, pre-award spending is sometimes allowed by sponsors and appropriate. Requests must meet the following criteria:



Allowed by Sponsor



Compelling Reason (project-related)



Committed Award



Appropriate Expenditures



Appropriate Dates



Available Funds

Advance Account Process



* All compliance items must be complete, such as

- IRB certifications
- IACUC certifications
- eCOI disclosures
- BUAs
- etc.

To Request an Advance Account

In the Cayuse SP IPF (Proposal):

1. Upload required documents

- This must include **evidence of firm commitment** from the sponsor.

2. Complete the Advance Account Request Form accessed from the IPF.

- Provide:
 - Sponsor contact
 - PI/department account number
 - Requested amount
 - Compelling justification for the request



Advance Account in Cayuse

1. In [Cayuse SP](#), start by finding the desired proposal under either **My Proposals** or **Proposals in My Unit**.
 - Under **My Proposals** select the **Submitted Proposals** tab.
 - Under **Proposals in My Unit**, the IPF Status has to at least be **Submitted to Sponsor**.

Proposal Dashboard

[Start New Proposal](#)

229 My Proposals >>

[Proposals In My Unit](#)

[Advance Account Inbox](#)

Award Dashboard

[My Awards](#)

[Awards In My Unit](#)

Certifications/Approvals

[PI Certification Inbox](#) ⓘ

[Unit Approval Inbox](#)

UC Davis Sponsored Programs Office
1850 Research Park Drive
Suite 300
Davis, CA 95618
Phone:
Email: orcayusehelp@ucdavis.edu

My Proposals

Unsubmitted Proposals Submitted Proposals

Below is a list of unsubmitted proposals you init

Created Date	Prop No	Lead PI
<input type="text" value="Search"/> x	<input type="text" value="Search"/> x	<input type="text" value="Search"/>
04/06/2023	23-0093	
04/06/2023	23-0092	
04/06/2023	23-0091	
04/06/2023	23-0090	
04/06/2023	23-0089	
04/06/2023	23-0088	Charlie Apple
04/06/2023	23-0087	
04/06/2023	23-0086	Charlie Apple

Proposal Dashboard

[Start New Proposal](#)

[229 My Proposals](#)

Proposals In My Unit >>

[Advance Account Inbox](#)

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[PI Certification Inbox](#) ⓘ

[Unit Approval Inbox](#)

UC Davis Sponsored Programs Office
1850 Research Park Drive
Suite 300
Davis, CA 95618
Phone:
Email: orcayusehelp@ucdavis.edu

Proposals In My Unit

Below is a list of proposals for units who

See [Research Contacts](#) for a complete listing of roles

Submitted Date	Prop No	Lead PI	Status
<input type="text" value="Search"/> x	<input type="text" value="Search"/> x	<input type="text" value="Search"/>	<input type="text" value="Search"/> x
	23-0043		Funded
10/25/2022	23-0029	Kaci Hume	Funded
	23-0001	Perry King	Unsubmitted
	22-0039		Unsubmitted
03/18/2022	22-0025	Gary Imag	Funded
	22-0021	Amie Admi	Unsubmitted
05/24/2021	21-0124	Perry King	Funded
	21-0111	Charlie An	Unsubmitted

Advance Account in Cayuse

2. Once you click on the desired proposal, in the row of tabs on **the Proposal Routing Status** screen:
 - A. Select the **paperclip tab** to upload required documents.
 - B. Select the **'Advance Account'** tab.
 - Then select **'Add Advance Account Request to Proposal'**.

The screenshot displays the 'Proposal Routing Status' interface. At the top, a header bar contains the title 'Proposal Routing Status'. Below this, a table-like structure provides details for a proposal: Proposal: 20-2528 (with a document icon), Project: A21-0730, Lead PI: Charlie Apple, Admin Unit: OVCR - Sponsored Programs, Project Title: Sample Proposal for SDPS Classes: Initiate Advance Account Request, Sponsor: National Scier, Prime Sponsor, Instrument Type: Grant, and Specialists: Kassie Obelle. Below the details are three buttons: 'View IPF', 'Authorize Proposal', and 'Reject Proposal'. A horizontal row of tabs includes 'Approvals', 'Compliance', 'Status History', 'Advance Account', 'Awards', a document icon, and a paperclip icon. The 'Advance Account' tab and the paperclip icon are highlighted with blue boxes. Below the tabs, a button with a green arrow icon and the text 'Add Advance Account Request to Proposal' is also highlighted with a blue box.

Advance Account Form

3. Complete form:

- Description of firm funding commitment from sponsor
- Sponsor contact info
- Advance amount requested
- Reason the advance is necessary
- Alternate source of funds if award is not finalized
- Etc.

4. Then select **Submit Advance Account Request for Processing**.

Short [YouTube video](#) on requesting an Advance Account

Advance Account

Departments are responsible for monitoring accounts established in advance of acceptance of formal award. For applicable policies see the UC Davis Policy and Procedure Manual [Section 06, Advance Account Request](#) and [Section 31, Administration of Contract and Grant Projects](#).

* Description of Assurances of Funding (e.g., recent telephone conversation with funding agency; correspondence from agency).

- Please include the sponsor contact information and Advance amount requested.
- Specify the reason(s) why the Advance Account is necessary, and include the alternate source of funds to be charged if the award is not finalized.

Sponsor Contact:Sheila Funds 555-555-5555 funds@sponsor.org, \$30,000, Purchase and plant seeds in time for project work to begin; Acct to charge if funding does not materialize: 123456

* Are funds from this sponsor federal or federal flow through?

Yes No

* Type of Account:

New ▼

Contact Information

* Project Contact: Amie Admin

* Contact Telephone: 530-555-5555

* Contact Email: admin@ucdavis.edu

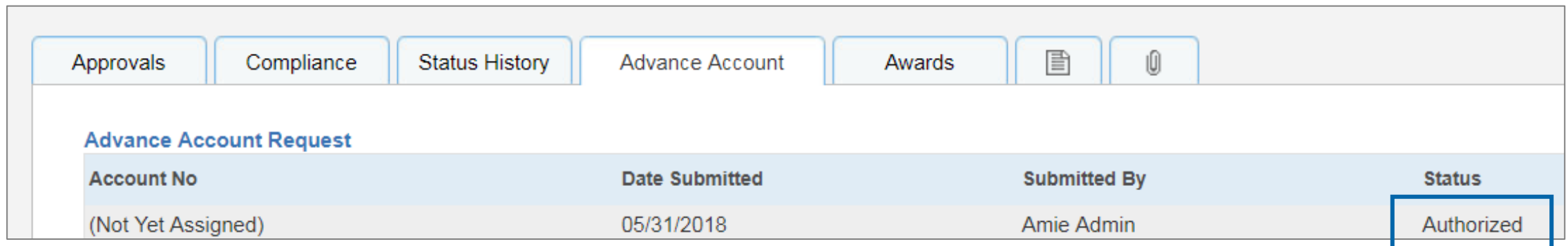
Submit Advance Account Request For Processing

Cancel

Advance Account Request Status

You can determine the request status in [Cayuse SP](#)

- **Submitted:** Awaiting department and dean approval, if applicable
- **Authorized:** Assigned to SPO analyst, in general
 - If SVM request, may be awaiting SPO assignment
- **Funded:** SPO approved
- **Deleted:** Not approved by SPO or withdrawn because no longer needed
- **Rejected:** Rejected by the department and/or dean's office



The screenshot shows a web interface with a navigation bar containing tabs for 'Approvals', 'Compliance', 'Status History', 'Advance Account', and 'Awards'. Below the navigation bar, there is a section titled 'Advance Account Request' which contains a table. The table has four columns: 'Account No', 'Date Submitted', 'Submitted By', and 'Status'. The first row of data shows '(Not Yet Assigned)', '05/31/2018', and 'Amie Admin'. The 'Status' cell in this row contains the word 'Authorized', which is highlighted with a blue border.

Account No	Date Submitted	Submitted By	Status
(Not Yet Assigned)	05/31/2018	Amie Admin	Authorized

How to Authorize an Advance Account Request

