

ACHRI ADVANCE ACCOUNT SETUP FORM

The purpose of this form is to initiate the setup of an advance account for the purpose of continuing ongoing project requirements when an award notice has not yet been issued by the funding agency.

There must be a high expectation that the grant will be awarded, e.g. non-competing continuations, by written or verbal notification to the ACHRI office from the sponsoring agency. An advance account can be setup within 90 days of the anticipated start date. Complete this form and forward it to the Research Administrator of ACHRI (slot 842 or fax to 364-2705). Advance accounts will be set up within three business days upon receipt of this form from the department with all required information, certifications and signatures completed.

DATE: _____

FUNDING SOURCE AND ACCOUNT # _____

PREVIOUS/CURRENT BUDGET YEAR ACHRI ACCOUNT NUMBER: _____

UAMS PROFIT CENTER:

New – Center Maintenance Form Attached

Old – UAMS Account Number: _____

BUDGET:

Detailed Budget or ACHRI Grant Submission Packet Attached

I, the Principal Investigator, and all applicable personnel, will abide by the conditions and regulations of the funding agency in the expenditure of funds from this account. No purchases that are regulated (i.e. animal purchases, subject compensation, etc...) by the funds will be made until the formal agreement is received.

Principal Investigator Signature

Date

In the event that some or all of the expenditures are not covered by the award agreement or the grant is not awarded, the department will be responsible for all expenses incurred.

UAMS Department Chairman Signature

Date

UAMS Department Accounting Office

Date

Research Administrator ACHRI

Date

COPY – ACH Accounting