



# ORA NEWSLETTER

JUNE 22, 2017 - SPECIAL EDITION

## DID YOU KNOW...

### Advance Account Policy

Based on the University of Miami (UM) Office of Research Administration's [Advance Account Policy](#) revised on 4/03/2017, ORA allows and encourages the establishment of an Advance Account (or Accounts on Guarantee) to appropriately charge sponsored expenses for projects in anticipation of awards being funded.



Setting up an Advance Account which ensures expenses are applied to the appropriate project/grant, reduces the need for cost transfers.

### When do you open an Advance Account?

When funding is imminent, an Advance Account for government contracts and grants can be requested by completing the [Advance Account Request Form](#) and submitting it to ORA, Pre Award at [nra@med.miami.edu](mailto:nra@med.miami.edu). A written justification must be included on the form detailing why the advance account is needed. In the case of government contracts, a draft contract must be submitted to be able to assess the risk of early account establishment.

The department is responsible for expenditures incurred if the award is not funded or expenditures are otherwise unallowable on the project. A cost center will be provided as a guarantee offset for those charges. Please note that the Advance Accounts can only be activated after Conflict of Interest (COI) for the project has been approved.

### Caution

Advance Accounts should be carefully monitored. Ninety days after the establishment of the account, if no award/contract has been received, the account will be reviewed by post award and may be frozen.

If the award/contract is not received and/or expenses are not authorized, the PI/Department will absorb all costs incurred within the Advance Account.

For more information or updates on policies or sponsor news, please visit the [ORA website](#).

## CONTACT US

If you have any questions please contact [strategicinitiatives@miami.edu](mailto:strategicinitiatives@miami.edu) or visit our [website](#) to obtain additional information.

Website: [ora.miami.edu](http://ora.miami.edu)

## ORA TRAINING

### Introduction to ORA (Online Course)

The Office of Research Administration (ORA) has launched a new computer-based learning course available through [ULearn](#). This learning activity is a high level overview of the Office of Research Administration and will provide a summary of the services ORA delivers to the University of Miami research community. To sign up for Introduction to ORA, please go to [ULearn](#). Keyword: ORA.



### New Instructor-Led Classes Start in July 2017

The Office of Research Administration is also launching three new instructor-led classes this summer.

- [How to Submit to ORA](#)
- [Award Set Up](#)
- [How to Close Out](#)

These two-hour class offerings will provide participants with the “who, what, when, where, how and why” for submitting to ORA, setting up an award and closing out an award. Classes will be offered at the Miller School of Medicine and the Coral Gables campuses. Please visit our [Course Offerings page](#) to view a description of the courses being offered. Keyword: ORA.



Please register for  
ORA Training through

**ULearn**