


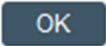


Advance Account IBIS Submission Guidance

Prerequisite Checklist:

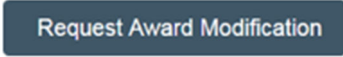
- Copy of the funding award/draft contract or other evidence from sponsor/pass-through entity (PTE) of their intent to fund the budget period.
- Evidence of firm budget period of performance start date (advance accounts will not be approved for agreements with a period of performance contingent upon execution of the agreement).
- Properly completed and **signed** [Advance Account](#) Form.
- If FP indicates in IBIS Proposal Information, Question 4 that project involves any of the following: research activities in International Waters; create dual use items for military/commercial applications; and/or require the use of select agents and/or toxins identified by the U.S. Government's DURC policy, then Export approval must be acquired.
- If FP indicates in IBIS Proposal Information, Question 5 that application is for a Small Business Innovation Research Program (SBIR) or a Small Business Technology Transfer Program (STTR), then Office of Technology Transfer approval must be acquired.
- If FP indicates in Compliance Review, Questions 1-6 that the project involves human subjects, animal subjects, recombinant DNA, hazardous materials, radioactive materials, or human embryonic stem cells, and an appropriate protocol has not yet been approved, then confirmation from sponsor/PTE that work may commence prior to protocol approval must be acquired.

IBIS Submission Instructions for New Awards:


1. Navigate to the Funding Proposal (FP) for which you want to request the advance account and click Send Email: 
2. The email should be directed to the Applications Specialist if the anticipated award is a grant or the Contracts Officer if the anticipated award is an agreement. Please utilize the [Who is my ORA Contact](#) feature if you are unsure of the responsible party.
3. Attach the completed and signed Advance Account form, all relevant correspondence from the sponsor/PTE, and a copy of the agreement (as applicable).
4. Upon confirming that all required information has been included and the email is addressed to the proper contact, click OK: 



IBIS Submission Instructions for Continuation Awards:

1. Navigate to the existing IBIS Award for which you want to request a continuation advance account and click Request Award Modification: 
2. Request Details Tab

<p>1. * Short title:</p> <input type="text"/>	<p>The Short Title should indicate that the request is for an advance account.</p>
<p>2. Date requested:</p> <input type="text"/>	<p>Date Requested will automatically populate with the request submission date and should not be changed.</p>
<p>3. * Full description of requested changes:</p>	<p>Please minimally provide the advance account period of performance and reason for the request.</p>
<p>4. Supporting documents:</p>	<p>Please attach a completed and signed advance account form, all correspondence from the sponsor/PTE confirming the budget period of performance and intent to fund that period, and a copy of the agreement (as applicable).</p>
<p>5. Specialist:</p>	<p>Specialist automatically populates and should not be changed.</p>

3. Click Finish: 

Notes: 1) Submission of an Advance Account request in IBIS constitutes department and PI approval to proceed with establishing an account and incurring costs. In the event the award is not made or spending approval is not granted by the sponsor/PTE, the expenses charged and committed shall be the responsibility of the submitting department. PLEASE NOTE: There is a heightened risk associated with opening Advance Accounts on contracts where: 1) the start date may be unknown and 2) spending approval is rarely granted by the sponsors. Advance Account cannot be established for industry sponsored clinical trials.

2) Failure to comply with this guidance document may result in rejection/discarding of the request.