

## Request for Advance of Grant Funds

*WRITTEN NOTIFICATION FROM THE FUNDING SOURCE MUST BE ATTACHED WITH THIS REQUEST*

The Project Director (PD) is responsible for initiating this form and monitoring the financial status of the Advance. The Advance allows a PD to request a percentage of the total grant funding for immediate use, usually 10%, while the contractual agreement between the college and the funding source is being processed. An advance is meant to be used in those instances where an anticipated award was expected to begin, but where the grant award document has not been finalized. The primary purpose of an advance should be to keep existing grant personnel employed, but exceptions could be approved, if warranted.

Please submit this form to [sponsoredprojects@ccri.edu](mailto:sponsoredprojects@ccri.edu) and allow at least one week to obtain all necessary approvals for the advance. Once all approvals are obtained, the Controller's Office will then assign a Banner fund to the grant. No college personnel are authorized to work on a grant, or purchase any goods or services for a grant, until a Banner fund has been issued.

Grant/Contract Title:

Grant/Contract Period: Begin Date:

End Date:

Total Grant Award:

Purpose of Advance: *(Include line item detail for budget posting purposes. Attach additional sheet, if needed.)*

Grant Funding Source(s):

CFDA#:

Grant Funding Source Contact Person:

Email:

Grant Project Director:

Email:

Project Director's Supervisor:

Email:

Please indicate type of funding:            State                            Federal                            Private

We are requesting approval for an Advance of Grant Funds for the following:

Renewal of previously awarded grant                            First time grant award

Multi-year federal continuation grant

We give approval for this request for an Advance of Grant Funds:

\_\_\_\_\_  
Grant Project Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Chair/Director

\_\_\_\_\_  
Date

If this grant program is not funded, I authorize that the unrestricted Banner Organization listed below will absorb the expenditure(s): Banner Organization #:

\_\_\_\_\_  
Dean or Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
President or VP of Admin & Finance

\_\_\_\_\_  
Date

It is the PD's responsibility to monitor this advance. This form must be fully completed and signed by all applicable parties prior to a Banner Fund being assigned by the Controller's Office. If necessary, a supplemental advance may be requested by completing this form.