



Working Fund Research Fund Advance Request Form

Working Fund Research Grant Advances allows researchers to have monetary funding readily available for expenditures to complete research projects per their grant agreement. Funds received are to be used for these purposes, only.

Principal Investigator: _____ Date: _____

Fund Custodian: _____ ID# _____

Department Name: _____ Project Title: _____

Index/Fund #: _____ Account #: _____

Total Requested Funds for Advance: \$ _____

Requested Fund Installment #1(installment payments not to exceed \$1,000): \$ _____

Research Fund Period (not to exceed 180 days): _____ to _____
MM/DD/YYYY MM/DD/YYYY

Justification for Advance Request/ Description of Research: (Attach a memo if additional description information is needed.)

If a new fund custodian, the completed Working Fund Research Fund Custodian Agreement Form is attached

Your signature certifies that you are aware of the terms for securing University funds for research projects and acknowledges the responsibilities for safeguarding the University's resources according to the custodial agreement.

Required signatures:

Fund Custodian Date

Principal Investigator Date

Supervisor Date

Office of Sponsored Programs Date

To Be Completed by the Comptroller's Office:

Advance:	Purchase Order: _____
#1 \$ _____ check # _____ Initials _____ Approved _____ Date: _____	
#2 \$ _____ check # _____ Initials _____ Approved _____ Date: _____	
#3 \$ _____ check # _____ Initials _____ Approved _____ Date: _____	
#4 \$ _____ check # _____ Initials _____ Approved _____ Date: _____	