

UNIVERSITY OF HAWAII
Office of Research Services

Instructions for ORS Form 1 – Request for Advance Account Approval

1. Check off "Initial Request" if requesting to open an Advance Account. All requests after the initial request should be marked "Request for Extension".
2. Provide the name and unit for the principal investigator, project title, extramural sponsor, and award number if known.
3. If the request is for an advance account extension, the "Existing UH Project Account Code" should be filled in with the existing KFS project account number and *myGRANT* Proposal ID.
4. "Project period" should be filled in with the proposed project start and end date if it is an initial request, and, if it is a request for extension, the existing project start date and the proposed project end date.
5. "Advance funding period" should reflect the start and end date for which the advance is being requested. This period may not be more than 3 months. If the request is for an advance account extension, the start date should be the date that the initial advance period began.

In general the start of the initial advance should be the same as the start date for the project period unless the sponsor has authorized pre-award costs. If pre-award costs are authorized, attach sponsor's authorization to the ORS Form 1. If a start date later than the start date of the project period is requested then justification for the different start date must be included in the Justification for Advance Funding section.

6. The "Total funds requested for advance" field may not exceed the total award amount prorated based on the award period for the advance period. Please attach an Advance Budget for the advance amount requested, with detail adequate for entry into KFS.
7. "Funding Assurance by Official Agent of the Sponsor" should be completed with the requested information for the sponsor's official contact under the award.
8. "Justification for Advance Funding" must be completed with a detailed explanation of why the advance funding is needed.
9. In the "Compliance Protocols" section, please circle the applicable answers. If compliance protocols are required, but have not yet been received, please contact your assigned ORS Specialist before submitting the ORS Form 1 to ORS Accounting.
10. All signatures must be obtained. In addition, an unrestricted Department KFS Account number must be provided to cover expenses charged to the advance account in the event the award is not executed or expenses are disallowed. This account may not be another extramural account or the award continuation account.