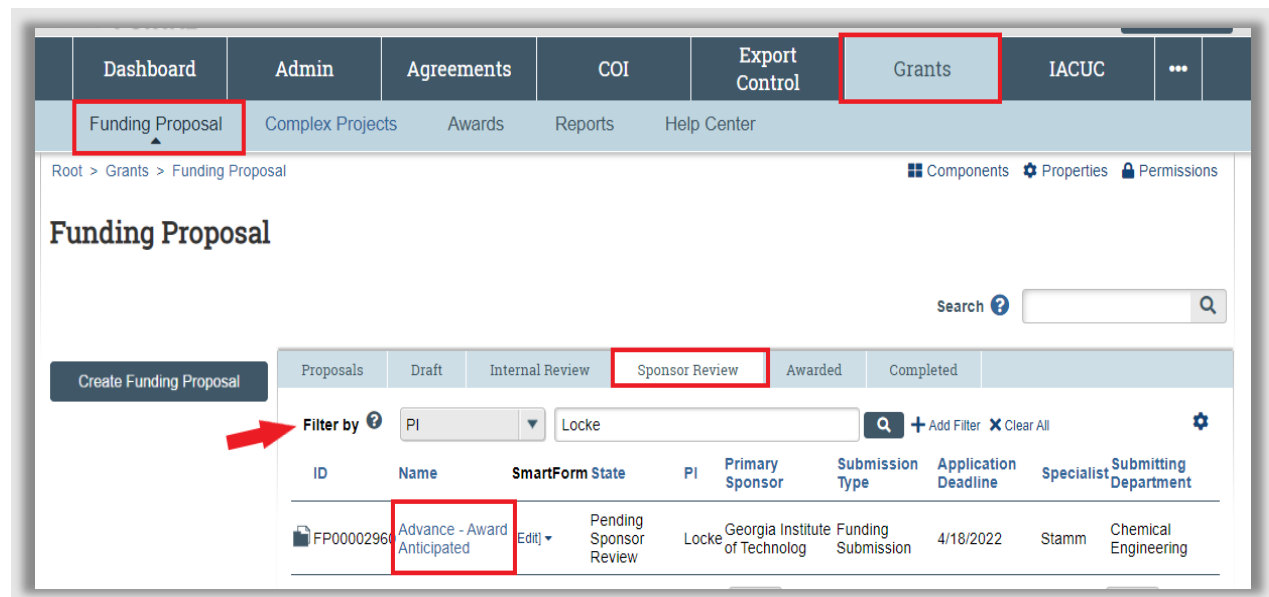# HOW TO REQUEST AN ADVANCE – AWARD ANTICIPATED

There will be times when a new award is forthcoming but is delayed due to things like contract negotiations. The University must have received assurance from the sponsor that a program or activity has been recommended for funding.

The department shall assume the risk by providing financial backing of only the direct cost amount to be advanced during the approved advance time period (not the associated indirect costs). The department is advised to limit its exposure to risk by limiting the amount of advance and/or the period of the advance.

To Request an Advance on an Anticipated Award

From your RAMP Dashboard, click the Grants tab. On the Funding Proposal tab click the "Sponsor Review" tab to locate the Funding Proposal with the anticipated award forthcoming. Use the "Filter by" function to find Funding Proposal, then click the "Name" hyperlink to open the Funding Proposal workspace.

Send Grants Status Update

On the Funding Proposal workspace, click the "**Send Grants Status Update**" activity.

1. In the "**Send Grants Status Update**" pop-up window, select "**Award Anticipated**" as the Grants status.

2. In the Comments field, enter a comment indicating the PI is requesting an Advance, then click "OK."

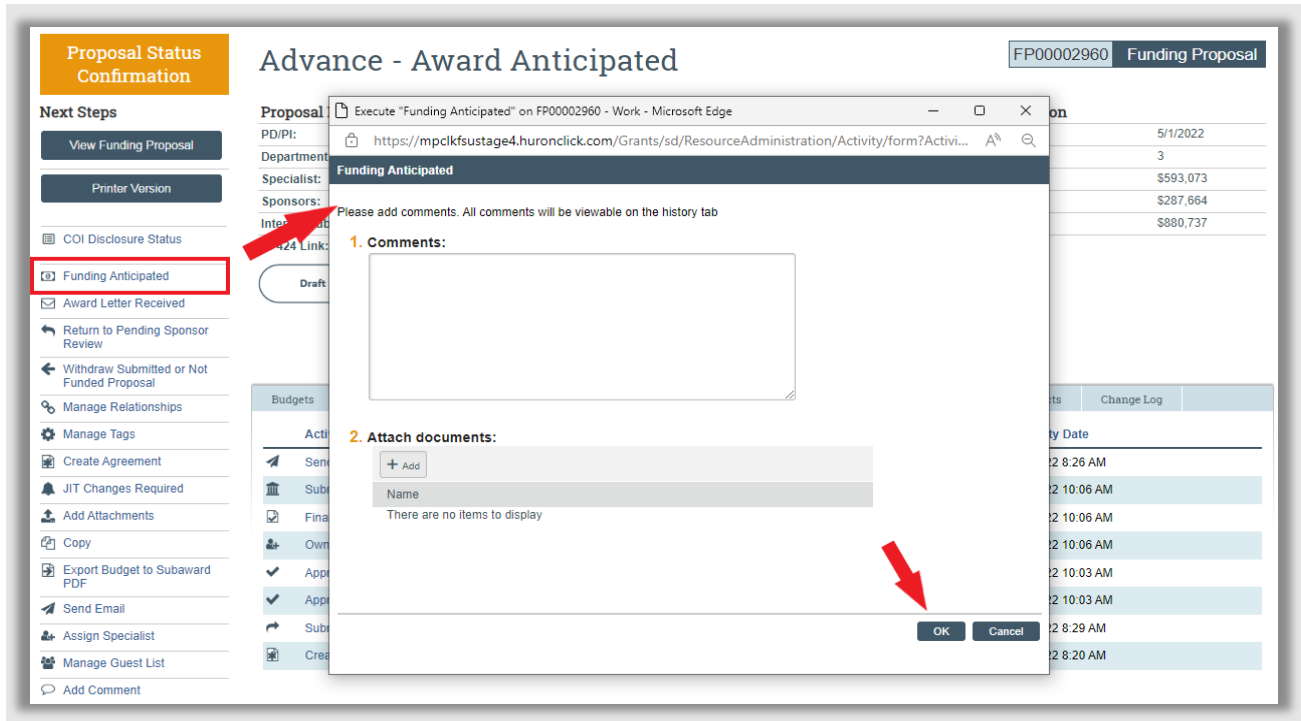RAMP sends a notification to the assigned Specialist and the Funding Proposal moves to the "Proposal Status Confirmation" state.

Specialist clicks the "Funding Anticipated" activity, and then clicks "OK" in the "Funding Anticipated pop-up window. The Funding Proposal moves to the "Pending Sponsor Review Award Anticipated" state.


To Request Departmental Approvals for the Advance

The Specialist creates the Award in RAMP Grants. From the Award workspace, the Specialist uses the "send email" activity to let the department know they can request departmental ancillary approvals for the advance request. Click the link in the Outlook email notification to be directed to the newly created award workspace.

From the Award workspace, click the "Manage Ancillary Reviews" activity. On the "Manage Ancillary Reviews" form click the [+Add] button, complete all of the questions on the "Add Ancillary Review" form, click **OK or OK and Add Another**.
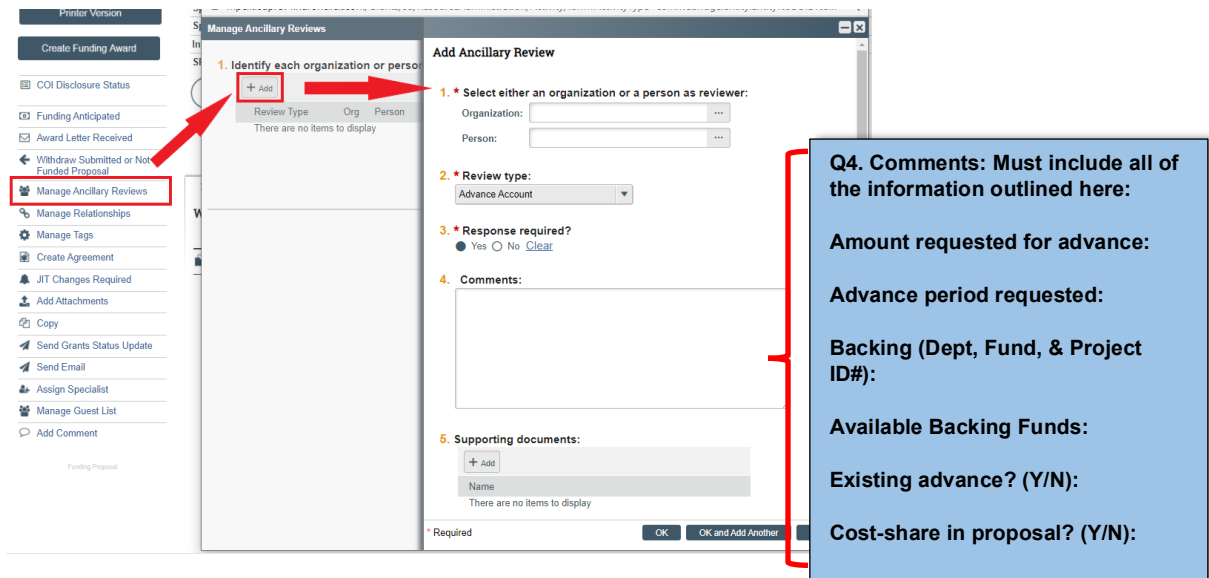
Once all the ancillary reviews have been added, click "OK" and a notification is sent to the organization or person selected.
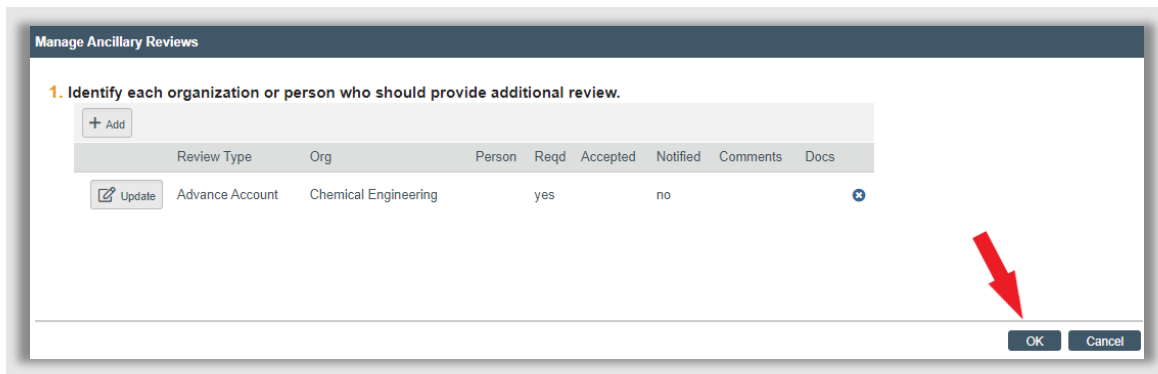
Complete the rest of the requested edits, click the "Send Email" activity to notify the Specialist that the ancillary reviews have been requested.

Once the Specialist has reviewed and documented Central Office approval of the advance, they will enter the advance account details into the award SmartForm and request Department Edits. (See How to Complete Department Edits on the Award in Draft State.) When department edits are complete, the award will be submitted for Final Review.