

Viterbi School of Engineering

Procedures on Requesting Advance Funding or Extensions on Existing Awards

To create a more uniform process when requesting advance funding or extensions on awards and to prevent delays, please submit a written memorandum and address the following:

- (1) The memorandum should be addressed to the Viterbi Director of Research Administration, asking for approval to receive advance funding.
- (2) Within the memorandum, please provide:
 - (a) A programmatic/technical justification for the advance.
 - (b) The amount of advance funding requested if necessary, including a detailed budget (with object codes) for the amount requested.
 - (c) For continuations/extensions of an award and to use unspent/carry forward funds please input the date of the extension and that existing/carry forward funds will be used.
 - (d) The period of the advance should not to exceed 60 days.
- (3) Attach written authorization (an e-mail message will be sufficient) from the sponsoring agency (or DCG if they are currently negotiating terms of an award already received) stating that there is "a high probability" that the grant will be funded and the expected release date of the award.

Once the memorandum is completed, please forward it to Viterbi Business Affairs – Research Administration, for review. This will then be reviewed for approval and once approved forwarded to the Department of Contracts and Grants for final approval and processing. If the advance funding packet is incomplete, it will be returned for corrections.

Finally, please note that advance funding and spending of existing/carry forward funds is an interest free loan to the sponsor and diligence must be exercised in minimizing that cost to the University. Also, these requests represent a risk, if not finalized and approved, that will have to be absorbed by Viterbi should the sponsoring agency decide not to fund or extend the project. Based on this, the advance requests and the carry forward spent should be the minimum amount necessary to work on this project until approval is received from the sponsoring agency.