

INCREMENTAL FUNDING BEST PRACTICES

Not all awards are fully funded upon execution, many are funded on a yearly basis, others it depends on the agency and can take on varying cycles. Following is a timeline of steps to take to help ensure that the project continues smoothly during the course of its lifespan.

90 Days prior to expiration of the current funding period check with the PI/faculty member to ensure that all progress reports were submitted to the agency, if applicable.

At this time you may begin to receive close-out memo from Sponsored Projects Accounting (SPA), due to an end date trigger. You should notify your SPA accountant that you are expecting additional funding and the award will be extended so they will make a note in the system and stop additional close-out memos from being sent.

60 Days prior to expiration of the current funding period, speak with DCG about requesting a no cost extension, if carryover is allowed and there is funding from the current increment still available for spending.

30 Days prior to expiration of the current funding period contact DCG administrator to inquire with the funding agency regarding status.

DCG will forward the response from the agency to you for planning purposes.

15 Days prior to expiration of the current period, if funding is still not in inquire with DCG for confirmation so you can begin preparation of an advance funding if necessary.

If funding is not coming within the next week submit an [advance funding request to VBA via the instructions found on the website](#).

If you do not receive a response from DCG and need help with follow-up please contact VBA-RA for assistance.