



COLLEGE *and* GRADUATE SCHOOL
of ARTS & SCIENCES

Establishing and charging advance accounts policy

Updated 8/29/23

Advance accounts are helpful and reduce audit risk because they allow expenses to be charged to the correct worktag without requiring cost transfers at a later date. Advance accounts also ensure UVA is able to quickly bill to sponsors once an award is received. However, A&S staff should consider the risk factors associated with advance account set up and make an effort to mitigate these risks.

Risks that A&S must consider when opening advance accounts:

- Sponsors may not pay for costs incurred before the start date of the award. If UVA has not yet received the award document the exact start date of the award may be unclear. Final award dates may be different than the dates in a proposal and can't be confirmed until receipt of the award documentation.
- The award document may include information about unallowable costs. If the department incurs unallowable costs, department funds will need to cover those expenses.
- A sponsor may cancel an award for a variety of reasons; if expenses are incurred when an award is cancelled the department will be responsible for coverage of those expenses.

Requirements for setting up an advance account:

- All training requirements must be completed by PIs and all key personnel before requesting an advance account (CITI trainings, COI etc.).
- No work with human subjects or animals should start until compliance requirements are met and all approvals are in place.
- Advance accounts must be requested through Huron via the Proposal Status Confirmation action and can only be submitted to OSP by post-award research administrator Joanna Plunkett (except Psychology - Karen Johnson and Chemistry - Cecilia Cropley).
- Each advance account request in Huron must include certification of all compliance and a copy of an email approval from the Senior Director of Research Administration & Development.
 - o To secure approval by email, the department should send an email to the Senior Director of Research Administration & Development with the answers to the following questions (and any relevant attachments from the sponsor) along with a copy of Department Chair approval:
 - What supporting documentation/information do we have confirming the award will be issued?
 - What is the length of time for the advance account? Keep in mind OSP has a strict 6-month max time policy.

- What is the requested budget amount for the advance account and what type of expenses do we anticipate incurring?
 - What worktags will be used to cover expenses incurred if the grant funding isn't issued by the end of the advance account period or if the grant funding is pulled or otherwise changed?
- Once the approval of the Senior Director of Research Administration & Development has been secured, please work with the post-award research administrators listed above to make the formal submission through Huron.