HOWARD UNIVERSITY
1867

Request for Advance

Request for Advance

Start

PI or designee identifies a need for an advanced account, initiates a ticket in OoR, and attaches all required documentation to support request

Approval of Request

Ticket is routed to SPO Pre-Award to ensure consistency with terms and condition of grant and applicable policy.

SPO Approved? — No

Yes

•Request is routed to the Department Chair and Dean of the school/college for review and approval

Approved? — No

Yes

Yes

Request up to 25% of 1st years budget?

Request > 25% of 1st years budget?

Yes

Yes

Federal Award? — No

Yes

Reviewed and approved by the SVP, Research and the CFO (CFO is the final approver) and cc the budget office

Approved? — No

Yes

Advance Spending Finalized

SPO Pre-Award inputs the award setup documentation with award details in Cayuse to have the advance account created in Workday.

SPO Post-Award updates award and information data in Workday to reflect Cayuse data.

Workday sends automatic notification to PI and all relevant parties on new account.

SPO Post-Award convenes grant kickoff meeting with PI and all relevant parties.
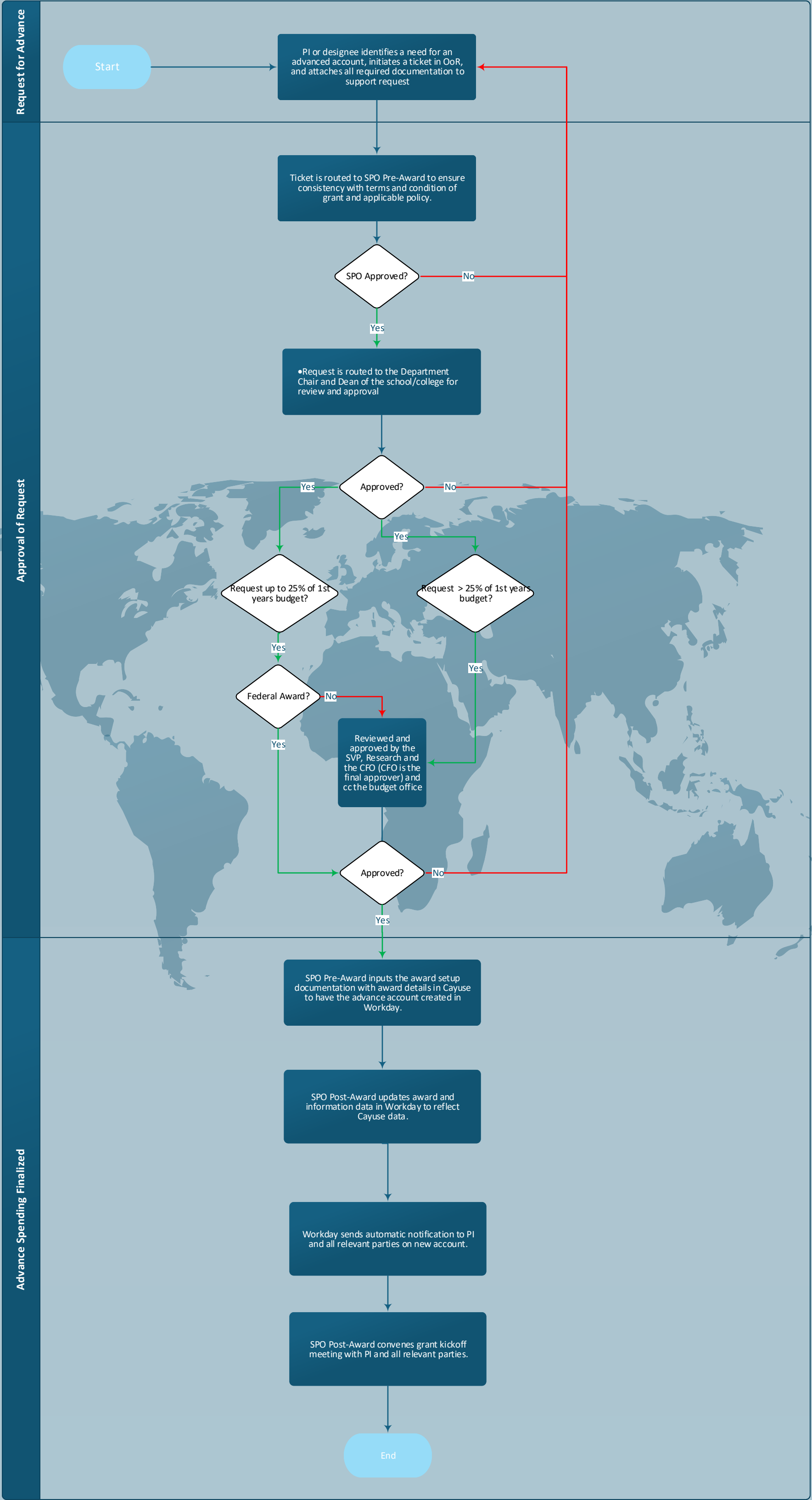
End

Key:
SPO - Sponsored Programs Office
RA - Research Administrator
PI - Principal Investigator
DA - Department Administrator
HR - Human Resources
OoR - Office of Research Ticketing System
· Key Control

Key Controls:
· Request is routed to the Department Chair and Dean of the school/college for review and approval
· Reviewed and approved by the SVP, Research and the CFO (CFO is the final approver) and cc the budget office