

## RSP Guidance Advance Award Requests

**Advance Award Definition:** Set-up of an award in the Shared Financial System prior to receipt and/or execution of the award agreement.

**Advance Award Purpose:** Allows departments to post and encumber charges to a project prior to execution of the agreement.

**Suitable Use:** Advance Award set-up may be requested in the following instances:

**New Awards:** Funding is anticipated and allowable spending needs to start prior to receipt and execution of the award agreement.

**Existing Awards:** Future funding is anticipated, and a new future year's project needs to be created or opened in order to spend allowable funds prior to receiving or executing a modification or agreement. New Projects may be needed due to carryover restriction, reporting restrictions, or other terms requiring budget periods be accounted for separately.

**Unsuitable Use:** Advance Award set-up requests should not be used for the following instances:

**New Awards:** As a way to have RSP prioritize or expedite a setup when there is an executed agreement or an award in hand.

**Existing Awards:** Extending the end date of an existing award that does not require a new project.

### Request Process:

**Open WISPER record:** If there is an open record in status 4.5 or less, send a 'Request Advance Award Setup' APPROVAL to your Dean's Office/Division via the Approvals Tab. If approved by your Dean's Office/Division, the Division rep will submit an Advance Account request to RSP via the Division Action Tab.

**No open WISPER record:** For cases in which there is a new project needed in advance and there is no open WISPER record, the department should create a WISPER record for the request. Please include the Advance Award request on the submission instructions on the general tab. Once routed to the Division, the Division rep will submit an Advance Account request to RSP via the Division Action Tab.

### Request Flowchart:

