RAMP - Research Administration Management Portal

How to Request Advance Accounts

Security Role(s): Study Staff

New advance accounts requests are initiated on the Funding Proposal Workspace.

NOTES:

- Initiate an award modification request if you would like to request an advance account for the next period on an existing award.

- Advance accounts can only be requested using this process on Funding Proposal records that have already been submitted to the sponsor.

Follow the steps below to request an advance account.

1. Navigate to the funding proposal record for which you want to request an advance account.

2. On the Funding Proposal Workspace, select the Request Advance Account activity.

3. In the Request Advance Account window, add a justification for the advanced account, attach documentation that an award is forthcoming, provide a backup support account, and any other comments. Select OK to submit the request.

4. The request moves to the responsible department/division/institute listed on the funding proposal for approval.

5. If the request is approved, the requestor and RSP will receive a notification that the advance account request has been approved and is ready for setup. When the request is approved, RSP will initiate the award setup.

6. If the request is not approved, the requestor will receive an email notification to indicate the request is not approved.

Last Revised:06/30/2023