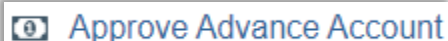




Approving and setting up an Advance Account for a New Award

1. On the funding proposal or award click Approve Advance Account. Provide comments, if necessary. Click OK.

Funding Proposal Approval Activity:

A button with a blue border and a small icon of a document with a checkmark, followed by the text "Approve Advance Account" in blue.

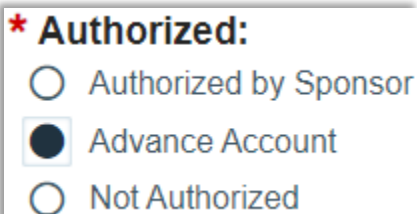
Award Approval Activity:

A button with a blue border and a small icon of a checkmark, followed by the text "Approve Advanced Account" in blue.

2. Begin the Award SmartForms.

A dark blue rectangular button with the text "Edit Award" in white.

3. Authorize the Budget Allocation as an Advance Account.

A white rectangular box with a red asterisk and the text "Authorized:" in bold. Below it are three radio button options: "Authorized by Sponsor" (unselected), "Advance Account" (selected with a black dot), and "Not Authorized" (unselected).

4. Complete the Award SmartForms.
5. Click Send Email Award to notify department that the Advance Account is available to review, and the Budget Reconciliation will need to be completed.

A button with a blue border and a small icon of an envelope, followed by the text "Send Email" in blue.

6. Once notified that the SmartForms have been complete. Send the request for review.

 [Submit for Designated Review](#)

7. When approval is received select Activate and Email SPA.

 [Activate](#)

 [Email SPA](#)