University of Pittsburgh

PERIS

PITT ELECTRONIC RESEARCH INFORMATION SOLUTION
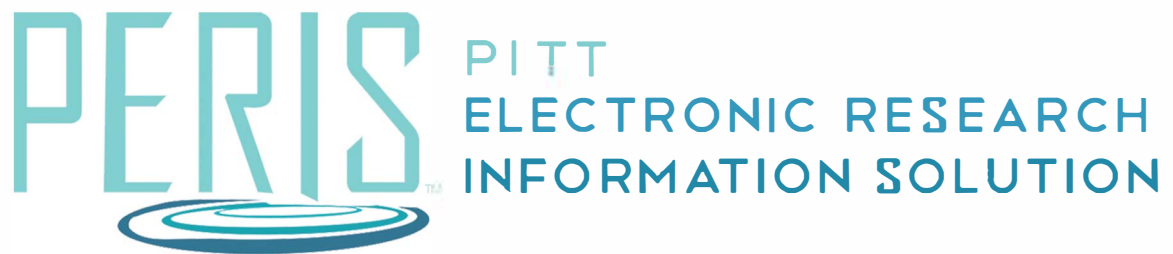
Quick Reference

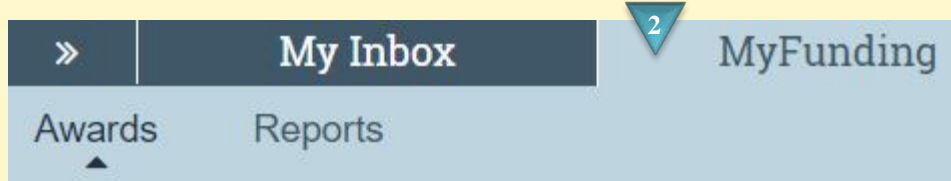# Requesting an Advance Account

Where to start?

1. Log into MyFunding.

2. Click on the MyFunding tab then the Award tab. Use the search box to search for the award and click on the award name.

How do I request an Advance Account?

3. Click *Request Advanced Account*.

4. Answer all of the compliance questions.

5. Enter the department account number to be charged if the sponsored project is not established.

What's Next?

6. Click *OK*.