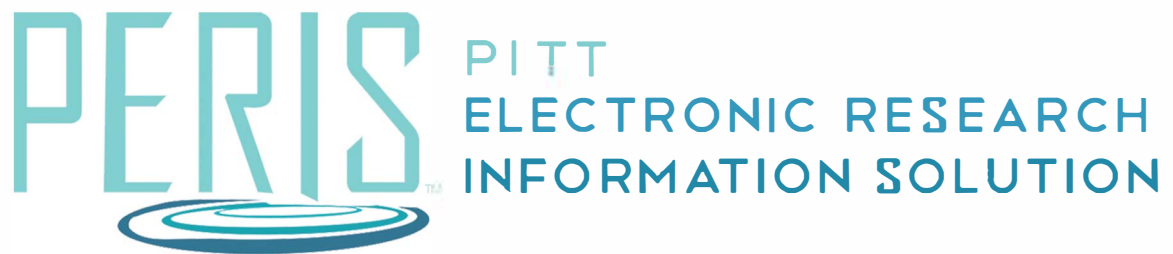




University of Pittsburgh



Quick Reference

REQUESTING AN ADVANCE ACCOUNT.....2

Requesting an Advance Account

Where to start?

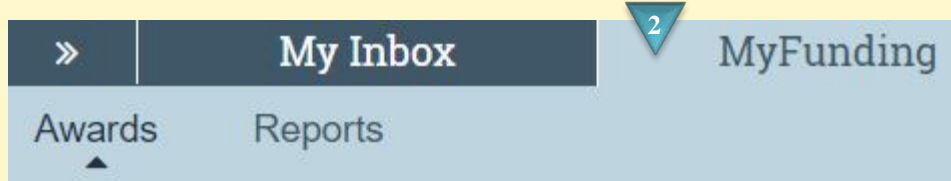
1. Log into MyFunding.
2. Click on the MyFunding tab then the Award tab. Use the search box to search for the award and click on the award name.

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*.



Request Advance Account

By submitting this form, I certify to the best of my knowledge, that the information contained is true and correct. In the event that the award is not received, or it does not coincide with the anticipated budget period, I understand that any cost incurred will be the responsibility of my School/Department.

* Is the reason for this request solely for the purposes of pre-award spending?
 Yes No [Clear](#)

Does your project involve any of the following regulatory components (If the approvals are pending, please explain why the project must start, and restrict all costs related to the performance of that activity):

* Human Subjects?
 Yes No [Clear](#)

* Vertebrate Animals?
 Yes No [Clear](#)

* Hazardous Materials/Equipment?
 Yes No [Clear](#)

* Please provide the account number to be charged in the event the award is not received, or the budget period does not coincide with the period:

Comments:

Documents:

There are no items to display