Advance Budget Numbers

Is your proposed project eligible?

Presented by: OSP
MRAM, April 19th
Advance Budget Numbers

- Advance Budget Numbers (ADV BN) are for the convenience of the PI/dept

- ADV BN provides a mechanism to account for sponsored project costs ahead of receipt of the award

- ADV BN are set up in the central financial system

- All costs incurred against the ADV BN will be charged to the sponsor, once an award is made
ADV BN Eligibility

- A review of eligibility must take place before an ADV BN can be set up

- Some reasons a project would be ineligible for an ADV BN:
  - The sponsor has not granted pre-award spending authority
  - Human subjects research expenditures to support the project will be charged and an IRB approval, an Exempt Status determination or a Limited Activities Determination (LAD) has not been obtained from the Human Subjects Division (HSD)
  - Animal use research expenditures to support the project will be charged and IACUC approval has not been obtained from the Office of Animal Welfare (OAW)
  - Significant financial interest was disclosed by investigators who will be on the project and a corresponding management plan is not in place
New process to determine eligibility

- April 26th: All eGC1s are automatically blocked from eligibility

- OSP may remove the block at time of eGC1 approval

- If block not removed at eGC1 approval stage, a new *Advance Budget Number Eligibility Tool* will be available for PI/dept use as the anticipated start date gets closer

- Eligibility Tool includes compliance questions and is a way to communicate with OSP directly
Create New Advance

My Advance Requests

Select Advance statuses to display:

- [x] Composing
- [ ] Routing
- [ ] In GCA
- [ ] Processed

Select Composing  Select Routing  Select All  Advanced Search

Create New Advance
Search for eGC1
SAGE will list current ADV BN eligibility

If eligible, select and proceed with ADV BN set-up

If ineligible, this is indicated in SAGE

Ineligible for Advance Budget Number
If ineligible, new Advance Budget Number Eligibility Tool available from within SAGE

<table>
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<tr>
<th>eGC1 Number</th>
<th>PI Name</th>
<th>Full Application Title</th>
<th>Sponsor Name</th>
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Creating an Advance

You can only request an Advance Budget Number for eGC1s that have been approved or awarded by OSP. Your eGC1 must also be eligible for an Advance.

If your eGC1 is identified as "ineligible" and you want to assess the eligibility of the eGC1 at this time, you are required to use the Advance Budget Number Eligibility Tool. This Eligibility Tool takes you through a series of questions to assess whether all compliance areas are satisfied and an advance budget number can be created.

The results of your answers within this Eligibility Tool will be sent to OSP if, based on the answers provided, it is determined the eGC1 can now be made eligible for an advance budget number. OSP will then confirm the information provided and remove the eligibility block.
Link takes user to Advance Budget Number Eligibility Tool page on OSP website

OFFICE OF SPONSORED PROGRAMS (OSP)
You are here: OSP Home > Manage Award > Advance Budget Number

ADVANCE BUDGET NUMBER

The principal investigator of a contract, grant, or other agreement may request authorization to spend a limited amount of money during a specific period or an Advance Budget Number prior to the receipt of an expenditure award from the Sponsor.

ELIGIBILITY TOOL

Need to know if your EOD can be made eligible for an Advance Budget Number? Our tool can help!

Eligibility Tool

WHY IS MY EOD MARKED AS INELIGIBLE FOR AN ADVANCE BUDGET NUMBER?

One or more of the following may be true:

1. OSP has not yet approved the EOD.
2. The Sponsor has not granted procurement spending authority (e.g. contracts and non-federal awards).
3. The anticipated award to a federal amount of $100,000 or more, personnel charges will be incurred prior to the contract being awarded, and personnel names have not been verified against the Faculty system.
4. Human subjects research expenditures will be charged, but the institutional review board (IRB) approval or an Participant Status Determination has not been obtained.
5. Animal use research expenditures will be charged, and IACUC approval has not been obtained.
6. One or more of the investigators on the project have disclosed significant financial interest (SFI) and a corresponding management plan is not in place.
7. OSP has already approved a funding action (FA) for the award and has sent it to GLA for processing.

CAN I HAVE THE BLOCK FROM ADVANCE BUDGET NUMBER ELIGIBILITY REMOVED FROM MY EOD?

An EOD is temporarily ineligible to receive an advance budget number unless OSP marked it eligible when the EOD was approved. To check if your EOD can now be made eligible, use the Advance Budget Number Eligibility Tool.
Eligibility Tool and information submission to OSP

- The Eligibility Tool helps the PI/dept assess eligibility

- If it appears all compliance areas are satisfied, the information is sent directly to OSP and the requestor is sent a receipt

- Your OSP Program Coordinator will confirm the information and remove the eligibility block

- Once eligibility block removed by OSP, PI/dept can proceed with ADV BN set-up in SAGE
Advantages of Eligibility Tool

- Transparency of requirements to receive an ADV BN
- Direct submission of information to OSP reviewer to confirm eligibility
- All information is documented on the eGC1
- The PI and eGC1 contacts are notified via e-mail when the eGC1 becomes eligible for an ADV BN
GIM 9 – Advance Budget Numbers

- GIM 9 is being revised to reflect the changes

- The Eligibility Tool and new GIM 9 will be issued April 26th

- Thank you to the following contributors and testers of the Eligibility Tool:
  - Research Administration Process Improvement Team (RAPIT) campus volunteers
  - GCA volunteers
  - OSP volunteers
Questions?

- Please contact OSP:
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