



## Sponsored Programs Subaward Advance Procedures and Request Form

In the event a subrecipient to BU requests advance payment, BU must exercise appropriate fiduciary responsibility over sponsor funds, and irrespective of BU's own payment terms, advance funding for subrecipients goes through a special approval process.

### Key Details for Subaward Advances

- Subawards are issued on a cost-reimbursement basis.
- Subaward Advance [Request Form](#) must be completed and submitted to the Sponsored Programs Pre-Award Officer, along with the subrecipient's written request for an advance.
- All advances are paid from a Departmental Funds Center using GL Account 517525 (SP Advance Payments). All advances are processed using the AP Disbursement Request form, not the Subrecipient Invoice Disbursement Request form.
  - For questions regarding the appropriate departmental fund center to use, please reach out to AVP, Sponsored Programs, Post Award. In **rare** cases, a new Fund Center may be advisable.
- Subrecipient must submit invoice(s) for advance payments.
- As costs are actualized, subrecipient must submit an itemized Monthly Financial Analysis to the Department, which details actual costs incurred against the advance payment.
- The Department processes a cost transfer journal entry to move the costs onto the grant. [Click here for instructions on how to complete the cost transfer journal entry](#). If the Subrecipient does not provide appropriate back up to substantiate the advance payment, no charges will be allowed on the grant and charges will be covered by the departments' fund center. It is the Department's responsibility to seek reimbursement from the Subrecipient for the advance payment issued that cannot be reconciled.
- Review this [link](#) for additional guidance about advance payments to Subrecipients.

BU's procedure for subrecipient advances is as follows:

- Subrecipient submits a request and justification for advance payment to BU Principal Investigator.
- In collaboration with the Subrecipient, BU department drafts recommended payment plan.
  - **Note:** We strongly recommend that not all funds be advanced; a hold-back of at least 10% is recommended. This final 10% would be paid only on receipt and approval of subrecipient's final report, final invoice, and final financial report.
  - The request must provide a justification for the advance and detail the kind of advances requested. For example:
    - Is subrecipient requesting an advance of 25% of funds up front?
    - An advance of some smaller portion of the subaward, with the rest to be invoiced on a standard costs-incurred basis?
    - Advance of funds on a particular schedule?
    - Is this advance for the entire project period or one (or more) budget periods?
- PI and BU Departmental Financial Head approves advance payment and plan for subrecipient as well as source of advance funds via documented signature on this form.
- Department emails this signed form and appropriate subaward documentation to the Sponsored Programs Pre-Award Officer.
- Sponsored Programs Pre-Award Officer will inform the department that their justification is acceptable and that it has now moved to the subaward team for processing.



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**Note:** All subrecipients must submit an Itemized financial analysis on a monthly basis; departments should not send additional advance payments until the subrecipient has demonstrated that they have expended their current payment and have a need for additional advance payments. If a subrecipient requests an additional advance prior to spending previous advance in full, special arrangements must be made. In these instances, contact AVP, Sponsored Programs, Post Award.