



**TO:** Dr. Elizabeth Dooley, Interim Provost  
**FROM:** \_\_\_\_\_  
Principal Investigator  
**DATE:** \_\_\_\_\_  
**SUBJECT:** Approval of Field Advance for Sponsored Research Agreements

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Amount of advance requested	\$ _____
Project #	_____
Project name	_____
Sponsoring Agency	_____
Primary Location of activities requiring advance	_____
Date funds are required	_____
Date by which funds will be reconciled	_____

An advance of funds is necessary to accomplish the requirements of the referenced project under the terms of the contract or grant. As Principal Investigator, I am responsible for the disbursement of these funds in accordance with all requirements of the research project and applicable Florida Statutes. I understand that a full accounting of all expenditures of the funds is required by my obtaining and retaining receipts for submission to the Division of Finance and Accounting at Research Pavilion Suite 300 +0975, Orlando, FL within 15 work days of my return or within 15 days of the completion of the activities requiring the advance.

**A Project Summary and Field Advance Budget are attached.**

*Signature:*

Principal Investigator \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

*Reviewed and Approved:*

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Signature: Dean \_\_\_\_\_ Date \_\_\_\_\_

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Signature: Interim Provost or designee \_\_\_\_\_ Date \_\_\_\_\_