



TO: Dr. Michael D. Johnson, Provost and Executive Vice President for Academic Affairs

FROM: _____
Principal Investigator

DATE: _____

SUBJECT: Approval of Field Advance for Sponsored Research Agreements

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 ten (10) business days of my return or within ten (10) business 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:

Signature: Dean _____ Date _____

Signature: Provost or designee _____ Date _____