



# Helpful Hints

Issue: 7

Month: March

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## Advanced Number Request Form

What if your sponsor has notified you that your proposal will be funded, but the contract may take several weeks, or months to be signed and sent to UNO?

Once your sponsor has sent you a written confirmation that your award will be funded you can submit an Advanced Number Request Form.

Approval of this form results in a speed key, before the award is fully executed. Benefits include: timely spending of project funds, continuity of research and proper allocation of expenses.

The Principal Investigator (PI) would initiate the form and attach several internal documents: a budget, budget justification, and either a copy of the approved routing form or enter the number of the approved routing form. It is also important that the PI attach written assurance from the sponsor that an award is forthcoming.

Once the form is approved the Office of Research will request a speed key from Sponsored Programs Accounting.

When the executed award is received a copy will be saved in PeopleSoft and a copy will be emailed to the PI, department and business manager.

The speed key and the project/grant number will remain the same as the advanced number. Receipt of the executed contract should be a seamless process for the PI who will continue to use the same speed key until the project ends.

The form is found on the Research page in SharePoint under Forms on the left hand menu (<https://sharepoint.uno.edu/research/default.aspx>).

There are instruction embedded in the form, or for comprehensive directions on how to complete the form you can view the advanced number module in Research Training in the Forms section without taking the quiz at the end of the module.

Forms

Advanced Number Request Form

Conflict of Interest Training

Keyword Survey

Routing Form

Research Training