

# Advance Index Setup Quick Reference Guide

**An Advance Index lets you begin project spending before the official award paperwork is finalized. If the award is not finalized, all expenses charged to the Advance Index must be covered by non-sponsor funds. This process requires:**

1. Verified likelihood of funding
2. Submission of complete award information
3. Setup by Restricted Accounting
4. Monitoring the award within 90 days
5. A written request for a 90-day extension if needed
6. Department accountability for accuracy and unbillable costs

## **1. Ensure Adequate Verification Before Requesting an Advance Index**

You must have strong evidence that the award will be issued. Acceptable verification includes:

- Renewal of a previously funded program
- A new program with a well-known- sponsor
- Sponsor terms/conditions typically accepted by NMSU
- Acceptable cost share- or match requirements
- No substantial upfront costs required

The department is responsible for ensuring verification is adequate.

## **2. Gather and Submit Required Award Information**

Submit "available" award details to Restricted Accounting through Banner Workflow.

Minimum Banner requirements (marked \* on the New Fund New Request form):

- Streamlyne (SL) Proposal Number
- Grant Title
- Agency/Sponsor (and Prime if Pass Thru-)
- Period of Performance
- Estimated Funding Amount (optional but helpful)
- F&A / IDC rate
- EEC Administrator name + Banner ID
- Financial Manager name + Banner ID
- Fund Title
- Index Title
- Org, Program, and Activity codes

Providing more complete information results in a smoother Advance Index setup.

### **3. Restricted Accounting Establishes the Advance Index**

- Restricted Accounting sets up award header information, F&A, etc. using your submitted details.
- Once active, the PI may charge expenses to the Advance Index.

### **4. Monitor for Arrival of Official Award Documents**

The official award must be received **within 90 days** of the Advance Index creation date.

### **5. Request a 90 -Day Extension if Needed**

If the sponsor still has not issued the award after 90 days:

- Submit a written request (email acceptable) to Restricted Accounting.
- Request a single additional 90-day- extension.

### **6. Departmental Responsibilities**

- Once the fully negotiated award is received, work with Research Administration Services (RAS) to obtain a SL notification to allow Restricted Accounting to update award status and complete Banner award setup.
- In the event the award is not received or is modified, expenses charged to the Advance Index are the responsibility of the department and must be transferred to an allowable non-sponsor funding source.