



**Purpose:** Advance accounts will automatically be set up for non-competing NIH awards that are year logic. No signatures will be required. This includes **F, T, D43, U, P** and **R25** awards. An established business process around streamlined advance account requests ensures that all advance accounts are set up in a standardized way in order to reduce administrative burden.

**Standards of Service:** Streamlined advance account will be established **2 months prior** to the start date of the next budget period.

**Process Steps:**

Step	Role	Task/Activity
1	FSS	Sends batch report of eligible awards on the 1 <sup>st</sup> of every month to <a href="mailto:gdgroup@hsph.harvard.edu">gdgroup@hsph.harvard.edu</a> (OPS team).
2a	OPS	If <b>F, T, D43, or R25</b> awards, then automatically sets up an advance account in GMAS at 75% of the prior year's account allocation. Note that in the case of <b>T</b> or <b>D43</b> awards that only the main, TRE and travel account will be set up.
2b	OPS	If <b>U</b> or <b>P</b> awards, then OPS will work with department to verify part of accounts. Sets up an advance account in GMAS at 25% of the prior year's account allocation.
3	OPS	Issues action memo.