



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 st of every month to gdgroup@hsph.harvard.edu (OPS team).
2a	OPS	If F, T, D43, or R25 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 T or D43 awards that only the main, TRE and travel account will be set up.
2b	OPS	If U or P 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.