1. Complete Section I with PI’s information
2. Write a justification for request for advanced funding
3. No more than 15% of the total proposed budget can be requested on an OPAS
   a. List dollar amounts in each object code (not just a lump sum)
4. Indicate what type of IDC base and percentage is being used (this should be at the same rate and base as the expected funding) so that Office of Sponsored Programs (OSP) can setup the 8131 object code (IDC Object Code)
5. Indicate if there are Human Subjects, Animal Subjects, or other compliance issues
6. Indicate what account ASC can use if funding is not provided so that all unallowable expenditures can be transferred to that account
   a. Agency Account
   b. IDC Account
   c. Other Discretionary Account
7. Obtain Signatures from PI, Chair and Dean
8. Submit OPAS to the Office of Sponsored Programs
   a. The OSP Director will review and either sign and provide to the Sponsored Programs Administrator to set up the new account or return to the PI