

HOW TO SUBMIT AN ADVANCE SPENDING REQUEST

1. Complete the Advance Spending Request form found in the Forms section at ocga.ucsd.edu.
2. Secure signature of Principal Investigator, Department Chair/ORU Director, and MSO/DBO.
3. Include the sponsor notification that an award is likely. This may be an email, NSF FastLane notification, NIH eRA Commons Just-in-Time notification, other similar federal granting sponsor notifications, etc.
4. Email the scanned Advance Spending Request form and sponsor notification to the applicable Contract and Grant Officer in OCGA.

OCGA will analyze the request to verify all research compliance and administrative requirements have been met. If there are any questions or clarifications, the OCGA Contract and Grant Officer will contact the Department/ORU fund manager.

For General Campus Departments/ORUs, OCGA will then approve the request and proceed with the fund set-up request from OPAFS.

For Health Sciences Departments/ORUs, OCGA will approve the request, email it for Dean's Office – Health Sciences concurrence and subsequently proceed with the fund set-up request from OPAFS.