

At-Risk Advance Accounts FAQs

What is an At-Risk Advance Account?

An At-Risk Advance Account is a Grant account created in Banner in anticipation of a sponsored project. It allows the departments to begin incurring expenses prior to the full execution and acceptance of the award. The account is “at-risk” due to the lack of a fully executed agreement, and therefore should be considered carefully before requesting. The department must provide a discretionary account to cover any incurred expenses in the event the anticipated project fails to be funded. Advance Accounts should not be requested if the agreement is already fully executed, if there is no Sponsor indication that the proposal will be funded, or in an effort to speed up the setup process.

When should an At-Risk Advance Account be requested?

They can be requested prior to the full execution of the agreement and when there is an immediate, time-sensitive need for the account information, such as payments to students or booking upcoming travel. This may be while the agreement is under review or while Northeastern is waiting to receive the unsigned agreement from the Sponsor.

How do I request an At-Risk Advance Account?

Complete the [At-Risk Advance Account Request Form](#) posted on the NU-RES Resources page [here](#). The completed form must signed and sent to both banner_setups@northeastern.edu and nu-res@northeastern.edu.

What information is required to request an At-Risk Advance Account?

1. Signed At-Risk Advance Request Form - all the fields in the form should be filled out prior to submission, and an incomplete form may result in the inability to or delays in process. Forms without an ePaws proposal number, Department account number or proper signatures will not be processed.
*Organization Code & Total Award Project Period: Banner does not allow organization numbers or start dates to be changed after setup so it is important these fields are filled out correctly.
2. Budgets, copies of unexecuted agreements, or written confirmation of the Sponsor’s intent to fund the project are welcome and encouraged.

Can I request an At-Risk Advance Account for a subsequent year of funding on an existing project?

Yes, if the project is incrementally funded and carryover is restricted. If the request is for an additional year of funding not yet obligated to NU, the form should be completed with Yes – Additional Year with the existing Grant number. Failure to complete this question correctly can result in a duplicate grant number being created, which when identified later, would need to be closed and the department would need to move any expenses from the duplicate account to the correct account. However, unlike new At-Risk Advance Accounts, additional years will be created with a \$0 budget and budget period of 1 day to ensure billing over the current cumulative obligation does not occur.

Getting Help

Support: banner_setups@northeastern.edu

Last Updated: 8-19-2024

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How long will it take me to get my At-Risk Advance Account?

All At-Risk Advance Accounts are considered expedited requests and have the goal of 1-week from receipt of the completed form. If an incomplete form is received, the goal will be 1-week from the receipt of the updated form, not the original form. Actual completion time may be affected by the volume of requests.

Should I request an At-Risk Advance Account for all my anticipated sponsored projects?

No. At-Risk Advance Requests should be used sparingly for those awards where the agreement execution is delayed or has time-sensitive expenses. If an agreement is fully executed, a request should be sent to nu-res@northeastern.edu to expedite the Congrats email and complete setup, rather than requesting an At-Risk Advance Request.

How long can I keep an At-Risk Advance Account?

If the Congrats email has not yet been issued by NURES Research Administration, At-Risk Advance Accounts will keep their budget for 120 days from creation in Banner. After 120 days, the budget will be reversed in Banner, and the At-Risk Advance Account will appear on the College's Monthly Deficit Report. Deficits should be cleared by transferring the expenses on the At-Risk Advance Account to the Department Account provided on the At-Risk Advance Account Form. Lingering deficits of 9 months+ will be addressed by the Research Finance Associate Director.

How do I close an At-Risk Advance Account?

At-Risk Advance Accounts will automatically turn into an Active Sponsored Award after the Banner update from the receipt of the Congrats email. The RF Setups team will update Banner with all the missing information from the fully executed agreement and will email that the account has been updated. However, if upon receipt of the fully executed agreement, the organization or start date has changed, a new account will be created, and the At-Risk Advance Account will be inactivated (after the department moves the expenses). If the At-Risk Advance Account needs to be closed because the sponsored award is not going to be funded, the department must first move all the expenses from the account to the department account, and then an email should be sent to both banner_setups@northeastern.edu and nu-res@northeastern.edu to request that the account be inactivated in Banner.

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Last Updated: 8-19-2024