

## Request for Advance WBS Element (Advance Account Request) Instructions

1. **UT Research Foundation or U T:** If the project is funded by a private sponsor (i.e., non-governmental), choose UT Research Foundation (UTRF). Otherwise, choose University of Tennessee (UT). **NOTE: Once the WBS Element has been set up for UTRF or UT, it cannot be changed.**
2. **Project Type:** Choose the appropriate project type from the drop down box. Following is a list of valid project types for current restricted and agency fund group WBS elements (WBSE). Questions may be directed to the Controller's Office.
  - 10 Gift
  - 11 Contract
  - 12 Grant
  - 13 Grant - Block
  - 14 Grant - Training
  - 15 Grant - Other Financial Aid
  - 16 Appropriations
  - 17 Cooperative Agreement
  - 19 Grant - College Work Study
  - A1 Sponsored Agency Fund Group
  - A9 Agency Fund - Other
3. **Proposal ID number:** This number is assigned to projects by the Office of Research and inquiries regarding the proposal number for a project should be addressed to that office. For campuses that utilize the Sponsored Research System (COEUS), a proposal for the project must be on the research system before a WBS element (WBSE) will be established.
4. **Grant/Contract number:** If the request is not for an advanced WBSE and the number is known, indicate the grant or contract number assigned by the sponsoring agency.
5. **Date proposal sent to the Office of Research:** Please indicate when the proposal for the requested WBSE was sent to the Office of Research.
6. **Does this WBS Element need to be associated with an existing project?** If the requested WBSE will be part of an on-going project, check the 'YES' box and indicate the project number and the funds center for the main or original WBSE for the project.
7. **Funds Center Number for WBS:** Indicate the appropriate funds center number for the requested WBSE. WBSE under the same project can have different funds center numbers. Questions regarding funds center numbers may be directed to your campus business office or the Controller's Office.
8. **College and Department:** The college and department names are sufficient information.
9. **Business Area:** The business area is a combination of the fund group and the budget entity. Choose the appropriate combination for the WBSE from the drop down box. Questions regarding business area may be directed to your campus business office or the Controller's Office.
10. **Functional Area:** Following is a list of valid expenditure functions for current restricted and agency fund group WBSE's. Questions regarding function may be directed to your campus business office or the Controller's Office.
  - 1010 Instruction
  - 1020 Research
  - 1030 Public Service
  - 1040 Academic Support
  - 1050 Student Services
  - 1060 Institutional Support
  - 1070 Operation/Maintenance Physical Plant
  - 1080 Scholarships and Fellowships

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1090 Auxiliary Enterprises.  
1130 Service Centers  
9000 Agency

- 11. Requested funds from outside agency:** Indicate the funds requested from the agency for the project or expected funds from the donor(s).
- 12. Performance Period:** Indicate the proposed or expected period of performance for the project.
- 13. Responsible Person:** Indicate the name and personnel number of the individual to be listed as the responsible person on the WBSE (usually the department head or dean).
- 14. Principal Investigator (P.I.):** Indicate the name and personnel number of the P.I. performing the work on the project. If a gift, the individual listed on the WBSE is usually the same as the responsible person.
- 15. Departmental Bookkeeper:** Indicate the name and personnel number of the individual who will be serving as the bookkeeper for the WBSE.
- 16. Sponsoring Agency/Source of Funds:** Indicate the name of the sponsor or donor. If the donor is a person(s), list alumni and individual as the source.
- 17. Nature of Sponsoring Agency/Source of Funds:** Indicate if the funds are federal, state, private, etc. Select the appropriate value from the dropdown box.
- 18. Are governmental flow-through funds involved?** If sponsor is **not** a government agency, indicate if funding for the agreement between UT and the sponsor is the result of a grant or contract between the sponsoring agency and a governmental agency or if the funding otherwise contains government flow-through funds. If so, explain the flow-through in the additional relevant information section.
- 19. IRIS customer number:** If known, indicate the IRIS customer number for the sponsoring agency.
- 20. Staff benefits indicator:** Choose the appropriate indicator from the drop down box. Indicator 3 –Staff benefits require settlement – should only be used for Chairs of Excellence and professorships.

Explain any matching or cost sharing, and include any additional relevant information that would be helpful when establishing the WBSE. Please be certain that the department head and the dean sign before submitting the form.

If you have any questions, contact the Sponsored Projects Accounting Department (974-2591). Please forward the completed and signed form directly to Sponsored Projects Accounting for approval.