**CSS RA - Fund Advance**

1. **START**
   - Award Negotiation Support
   - In consultation with SPO, determine if a fund advance is necessary
   - PI & RA work together to complete form and identify source of funds: if needed
   - PI obtains documentation from sponsor representative of sponsor intention to fund project
   - Obtain signatures from PI and Department for Type B

2. **CSS RA**
   - Determine which fund advance condition applies: A, B, or C
   - Obtain UCB Fund Advance Request Form

3. **SPO / IAO**
   - If there are no restrictions, SPO Processes
   - Issue Notice of Award (NoA) to PI, RA, & CGA

4. **CGA**
   - Validate fund number and allocate funds

5. **END**
   - Project begins with fund advance set-up. Limited to 90 days

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**Legend**
- Start/End
- Process Step
- Subprocess Step
- Decision Point
- CSS
- Unit
- Central Campus Unit (Disbursements, Procurement etc.)
- Faculty (Customer)
- 3rd Party

**Guidelines**

For information on fund advance process, restrictions on approval, 90 day limitation and 25% budget limitation along with requesting approval, go to [http://www.spo.berkeley.edu/procedures/fundadvance.html](http://www.spo.berkeley.edu/procedures/fundadvance.html)