How to Request an Advance Account from a Funding Proposal:

- Go to RAPPORT > Grants > Funding Proposal
- Find and open the FP you wish to request an Advance Account for
- Click SEND EMAIL

1. Type "Advance Account Request" in the subject line.
2. Enter the name of your SRM [or who the email should go to in their absence]
3. Add any information/message here.
4. Attach your Advance Account Request form and any other pertinent documentation.
5. Click OK to send email.