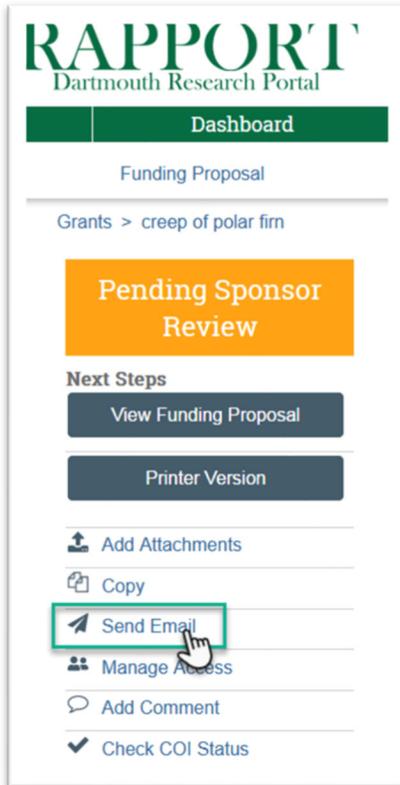


How to Request an Advance Account from a Funding Proposal



- Go to **RAPPORT > Grants > Funding Proposal**
- Find & 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.

The screenshot shows the 'Send Email' form with the following steps:

1. Email subject line:
2. Select at least one group of recipients:
 - All team members
 - All editors
 - All readers
 - Specialist
3. Select any other recipient for this email: (Only editors and readers have access to the funding proposal.)

Last	First	Organization	Preferred Email
Salazar	Carol	Medicine	Carol.M.Salazar@Dartmouth.edu
Salazar	Yvonne	Office of Sponsored Projects	Yvonne.M.Salazar@Dartmouth.edu
Salazar-Kish	Jolin	PE Administration	Jolin.M.Salazar-Kish@Dartmouth.EDU
4. Comments to be included in the email:

Hi SRM,
Blah blah blah, blah blaaaah ...

Thank you
DRA
4. Supporting documents:
 - + Add
 - Name
 - There are no items to display

Buttons: OK, Cancel