## Advance Account, Account Continuation Request, or email?

<table>
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<tr>
<th>Needs</th>
<th>How to Request to ORSS</th>
<th>Requirements</th>
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| Anticipated Funding for **New** or **Competing Renewal**.            | **Advance Account Request Form**       | • PennERA Proposal Status must be “Pending” indicating full institutional approval  
  • Attach supporting documentation award is likely.                   
  • Provide any details of sponsor # (example 5-R01-MH-123456-01)       
  • Demonstrate **PHS-FITS FCOI compliant**                             |
| Anticipated Funding for **Noncompeting** year that does not have automatic carryover from previous year. **Fund Usage = N** | Email ORSS **Post Award Contact**     | • Indicate progress report was submitted                                     
  • Demonstrate **PHS-FITS FCOI compliant**                              |
| Anticipated Funding for **Noncompeting** year that does have automatic carryover from previous year. **Fund Usage = Y** | **Account Continuation Request Form** | • Indicate progress report was submitted                                     
  • **PHS-FITS FCOI compliant**                                          |
| Anticipated **No Cost Extension** of End Date or Budget Period       | **Account Continuation Request Form** | • Supporting communications from sponsor of intent                           
  • **PHS-FITS FCOI compliant** if extending into new FY                 |
| **Extend** Advance Account or Account Continuation Request           | Email ORSS **Post Award Contact**     | • provide status of agreement/supporting communications                     |

### PHS Agencies:
- Administration for Children and Families (ACF)
- Administration on Aging
- Agency for Healthcare Research and Quality (AHRQ)
- Agency for Toxic Substances and Disease Registry
- Office of the Assistant Secretary for Health (ASH)
- Office of the Assistant Secretary for Preparedness and Response (ASPR)
- Centers for Disease Control and Prevention (CDC)
- Food and Drug Administration (FDA)
- Federal Occupational Health (FOH)
- Health Resources and Services Administration (HRSA)
- Indian Health Service (IHS)
- National Institutes of Health (NIH)
- Office of Global Affairs (OGA)
- Office of Public Health & Science (OPHS)
- Substance Abuse and Mental Health Services Administration (SAMHSA)

### Non PHS Agencies participating:
- Patient-Centered Outcomes Research Institute (PCORI)