

**STATE JUSTICE INSTITUTE
INSTRUCTIONS FOR PREPARING
THE REQUEST FOR ADVANCE OR REIMBURSEMENT (FORM R)**

1. Enter the name and address of the entity responsible for receiving the funds. The term **Grantee** applies to the recipient of grant funding, cooperative agreements, or contracts. For awards to state or local courts, the grantee is the state supreme court or its designated agency or council responsible for receiving or administering the funds.
2. Enter the Employee Identification Number (EIN) of the entity responsible for receiving the funds. The EIN is also known as the Federal Tax Identification Number and is required for payments made from the U.S. Treasury on behalf of SJI.
3. Enter the Award Number assigned by SJI.
4. Enter the Project Title.
5. Enter the month, day, and year of the request for advance or reimbursement.
6. Enter the request number. The first request will be number **1**, the second request will be number **2**, etc.
7. Identify the request type, i.e., final (check **Yes**) or interim (check **No**).
8. Enter the name and address of the entity that will be receiving the funds, if different from item 1.
9. Enter the EIN of the entity receiving the funds, if different from item 1.
10. Indicate whether the request is for an **advance**, **reimbursement**, or a combination of **both**.
11. Enter the month, day, and year for the period of the award as indicated on the grant award document.
12. Enter the month, day, and year for the period of time for which the funds are requested.

13. a. Enter the total SJI award as indicated on the grant award document.
- b. Enter the cumulative amount of payments previously requested from SJI for this grant since the beginning of the project.
- c. 10a minus 10b. For the remaining balance.
- d. When requesting advance cash payments, enter the total estimated amount of cash disbursements that will be made during the period covered by the advance. Advance requests should be limited to a period of no more than 30 days.
- e. Enter project disbursements to date. Information should be reported on a cumulative basis for SJI funds only, from the beginning of the grant. For requests prepared on a **cash basis**, disbursements are the sum of actual amounts paid for goods and services, and the amount of indirect expenses charged. For requests prepared on an **accrued expenditure basis**, disbursements are the sum of the actual amounts paid, the amount of indirect expenses incurred, and the net increase or decrease in the amounts owed by the grantee for goods and services received.
- f. 10d plus 10e. For the total amount requested for the period.
- g. 10c minus 10f. For the remaining balance after this request.

Additional Information: Show all credit figures in parentheses. The amount of the request must be limited to the grantee's immediate cash need for the project.