

ORSP - SUBAWARD INVOICE PROCESSING –

Email Subject Line will contain: [subawardee institution] - Invoice Amount and PI Name

Body of email will contain:

LU Fund Number: [Fund Number]

Subawardee Invoice #: [Invoice Number] Date: [Invoice Date]

Period: [Period of Subawardee Performance]

PI: [PI Full Name]

Attached is a subaward invoice requesting payment under the above referenced Fund #. It is your responsibility as the Project Director/Principal Investigator to review the invoice to determine that the amount being requested for payment is consistent with the amount of effort performed during the billing period and that any technical reports or other deliverables due under the subaward have been received.

Your approval is required before this invoice can be processed. After reviewing the attachment, respond by email by choosing Reply and indicating YES or NO for each of the following statements.

1. The subawardee is performing according to the scope of work and approved budget.
_____ YES _____ NO
2. The expenditures fall within the project period and budget as stated in the subcontract, and the expenditures are reasonable and allowable according to progress.
_____ YES _____ NO
3. The technical or financial reporting requirements have been met.
_____ YES _____ NO

If YES is indicated in your return email you are confirming that the three points above have been satisfied, no further action will be required. The invoice will be processed.

If NO for any of the statements, please explain and you will be contacted by your Contract and Grants Specialist for resolution.

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