



Office of Research

SUBJECT: Standard Operating Procedure (SOP) for Invoicing	Effective date: 10/31/2019	Policy Number:	
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	Responsible Authorities: Associate Vice President of Research Director of Sponsored Programs, Post-Award		

Purpose: The purpose of this SOP is to provide invoicing procedures for all sponsored projects, except when the invoicing schedule is based on deliverables (milestones).

Standard: The Office of Research will process invoices or drawdowns on sponsored projects based on the sponsor requirements. In the absence of a stated invoice or drawdown requirement, reimbursement request will be made on a monthly basis.

Definitions:

- **Drawdown(s)** - A formal process of requesting and receiving payment for an amount due.
- **Invoice(s)** - A formal document requesting payment for an amount due.
- **Schedule** - The timeframe when Invoices or Drawdowns will be processed.
- **Award Terms and Conditions** - The legal obligations agreed upon by parties to the award.

Background: The steps necessary to obtain the funding promised by the sponsor through award execution form a vital component of sponsored projects management. The Office of Research is required to obtain payment from federal and non-federal sponsors in accordance with the Award Terms and Conditions. Awards provide invoicing terms, which are most commonly Invoices or Drawdowns. Federal contracts, nonfederal sponsors, federal-flow-through subawards, and some state agency awards involve generating and submitting an Invoice while most federal grant awards employ electronic payment system Drawdowns. Invoice frequency can vary from monthly, quarterly, deliverable-based (milestone) or other payment schedule.

Procedures: Award Management will review the award document to verify Invoice or Drawdown requirements to establish a schedule within PeopleSoft (the financial accounting system) based on sponsor requirements. Invoices should be submitted to the sponsor within 30 days after the end of the billing period. Grants Accounting will perform the following steps in order to generate an Invoice or process a Drawdown request:


- Review the Budget Position Report for budget and current and cumulative expenditure balances.
- If needed, review DataMart to identify specific expenditure transactions or source documentation (invoice, receipt, travel report, etc.).
- Verify previously submitted Invoices have been paid. If not, research and follow up on any outstanding payments.
- Generate an Invoice from PeopleSoft and submit to the sponsor by email or U.S. Mail, or submit a Drawdown request through the sponsor designated website.
- Save Invoice or Drawdown worksheet along with any additional supporting documentation.

For deliverable-based (milestone) invoices, please see Standard Operating Procedure for Deliverable Invoicing.

POLICY APPROVAL

Initiating Authority

Signature:



Dorothy Yates, Associate Vice President of Research

Date:

