



**Sponsor Invoicing and Payment Processing # 2350.070**

<b>INITIAL EFFECTIVE DATE:</b>	<b>LAST REVISION DATE:</b>	<b>RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT</b>
February 11, 2004	March 31, 2021	Office of Research and Economic Development/ Post-Award

**POLICY STATEMENT**

All invoices must be prepared and remitted by the Post-Award Section of ORED to the project sponsors. PIs and their staffs are not to issue invoices to sponsors unless otherwise approved in advance by the Vice President of Research, which approval will be granted only in rare circumstances and upon specific procedures where Post-Award will provide oversight to sponsor invoicing. All payments received by the University on sponsored projects must be processed by Post-Award.

**SCOPE**

N/A

**REASON FOR POLICY**

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**DEFINITIONS**

<b>TERM</b>	<b>DEFINITIONS</b>
N/A	N/A

**RELATED RESOURCES**

ORED Policy – Close Out of Sponsored Projects  
ORED Policy – Tracking Cost Share on Sponsored Project Award



#### ROLES AND RESPONSIBILITIES

N/A

#### CONTACTS

Office of Research and Economic Development  
Florida International University  
11200 S.W. Eighth Street – MARC 430  
Miami, Florida 33199  
Telephone: (305) 348-2494

#### HISTORY

**Initial Effective Date:** February 11, 2004; Office of Sponsored Research Administration Faculty/Staff Guide for the Administration of Externally Funded Projects, INTERIM VERSION

**Review Dates** (*review performed, no updates*): January 18, 2024

**Revision Dates** (*updates made to document*): February 21, 2007; March 31, 2021.



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**PROCEDURE STATEMENT**

**Sponsor Invoicing:**

Invoices must be processed in accordance with the terms and conditions of the award documentation and the applicable laws and regulations. Should the Post-Award Section require any information from the PI to complete the invoice; the appropriate ORED representative will contact the PI.

Principal investigators have primary responsibility for managing expenditures within the fiscal regulations and amounts specified by the sponsor. While the Post-Award Unit is responsible for invoicing the sponsor per the award document, the principal investigator must carefully analyze the monthly departmental ledger to ensure that all items charged to the project are correct and that appropriate funds are budgeted and available for completion of the project. The PI also has the responsibility of initiating appropriate adjustments as each situation dictates. The PI should, however, routinely forward to Post-Award a copy of all technical reports that the PI forwards to the project sponsor, as those technical reports may be needed for proper invoicing. An email from the PI to Post-Award confirming that the technical report was submitted to the sponsor may be acceptable if a copy of the technical report is not required to be sent with the invoice. Nonetheless, email confirmation is not preferred; a copy of the technical report is preferred so that Post-Award is in possession of the report should the sponsor request a copy in order to make payment.

**Sponsor Payment Processing:**

The Post-Award Section of ORED is also the University unit, which is authorized to process sponsor payments. Sponsors should be instructed to send all checks directly to the Post-Award Section at the University Park Campus, MARC 470. Therefore, if any PI or department receives checks from a sponsor, they should be forwarded immediately to ORED for deposit, noting the project id number to which the check relates. PI's should NOT deposit sponsor payments with the Cashier's Office.

PI's should ensure that they complete all project deliverables in a timely manner, as failure to do so will result in a suspension of payments from the sponsor to the University. Any changes in the deliverable schedule must be by ORED to the sponsor and approved by the sponsor in writing, as the same is a change in the scope of the project.