

SUBAWARD INVOICE REVIEW CHECKLIST

Please use the Subaward Invoice Checklist to determine if an invoice is ready to be signed and submitted for payment.

Before you sign...

Section A. Cost Reimbursable Sub-Awards

	YES	NO	N/A
Is the PRIME award fully executed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the sub-recipient award fully executed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(If no, please stop invoice should not be paid prior to execution)			
Is the Sub-award restricted (has an "R" in the sub-award numbering)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(If yes, please see SECTION B for additional instructions)			
Is the invoice (expenditures) within the period of performance of the agreement (Expenses must be incurred before the end date or after the start date)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do the expenses appear to be rounded numbers or actuals? (If expenses seem rounded, rather than actuals, a request for back-up documentation should be forwarded to sub-awardee)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the invoice contain the correct certification language to attest to the expenses by the sub-award (language for federal awards and non-federal awards may differ)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the invoice signed by the sub-recipient? (If no, please remit invoice for sub-recipient signature)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there cost share required? (if yes, report of expenditures is needed) (Please contact subrecipient PI and request an expenditure report for the committed cost-share)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is sub award number indicated on the invoice? (If no, please write sub-award number and circle for Accounts Payable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is Facilities & Administrative (F&A) cost calculated correctly on the invoice? (If no, please request a revised invoice and forward the copy of the F&A agreement for back-up to the subrecipient)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is PI the same individual at both Prime and Sub Institution? (If yes, invoice should be reviewed and approved by an alternate approver (Associate Dean for Research, Dept. Head)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is this a final invoice? (Final invoices must be marked final, please confirm and document with subrecipient)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the Principal Investigator reviewed and signed the invoice? (If no, please have the GW PI review and sign invoice)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is International subrecipient's invoice in US Currency? (If no, please contact subrecipient PI to exchange from their currency to USD)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is cumulative costs included and the amount correct? (if no, please contact sub to include cumulative cost or make a correction)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Before you sign...

Section B. Additional Instructions for Conditionally approved sub-awards (Restricted)

Instructions: The below questions are to be answered when your sub-award has been conditionally approved or restricted. The sub-award number should contain a "R" for "Restricted". The following requirements are not applicable to a Fixed Price Subaward Agreement.

	YES	NO	N/A
Are there receipts or copies of receipts for all expenses? (If no, please request receipts and/or back-up documentation for all expenses from sub-awardee)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If there is a "General Ledger" requirements in the restriction, has the sub-awardee submitted a system generated financial report to support their expenses (if no, one needs to be requested)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there effort certifications and/or payroll receipts for all personnel expenses? (if no, please request certifications and/or payroll receipts from sub-awardee to confirm personnel expenses)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section C. Fixed Price Sub-Awards

Instructions: Please answer all questions before signing sub award invoices

	YES	NO	N/A
Is the PRIME award fully executed? (If no, please stop invoice should not be paid prior to execution)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the sub-recipient award fully executed? (If no, please stop invoice should not be paid prior to execution)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the invoice signed by the sub-recipient? (If no, please remit invoice for sub-recipient signature)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is sub award number indicated on the invoice? (If no, please write sub-award number and circle for Accounts Payable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the sub-award have milestones/deliverables? (How many milestones/deliverables does the sub-award have?)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the invoice amount match the milestone payment schedule? (If no, please confirm invoice amount and request revise invoice to match payment schedule)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the GW PI confirmed receipt of milestone or deliverable? (if no, please get written confirmation from the GW PI that a deliverable has been received or a milestone has been met)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the Principal Investigator reviewed and signed the invoice? (if no, please have the GW PI review and sign invoice)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>