

**Checklist for Reviewing Subaward Invoices
Fixed Price, Cost Reimbursable, and Conditionally Approved**

SECTION A. COST REIMBURSABLE SUBAWARDS

Instructions: Please answer all questions before signing subaward invoices

Yes No Is the prime award fully executed?
(If no, please stop. Invoice should not be paid prior to execution.)

Yes No Is the subrecipient award fully executed?
(If no, please stop. Invoice should not be paid prior to execution.)

Yes No Is the subaward restricted?
(If yes, please see SECTION B for additional instructions.)

Yes No 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.)

Yes No 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 the subawardee.)

Yes No Does the invoice contain the following statement:

“I certify that all expenditures reported (or payment requested) are for appropriate purposes and in accordance with the provisions of the application and award documents.”

Yes No Is the invoice signed by the subrecipient?
(If no, please remit invoice for subrecipient signature.)

Yes No Is there cost share required? (if yes, a report of expenditures is needed.)
(Please contact subrecipient PI and request an expenditure report for the committed cost-share.)

Yes No Is the subaward number indicated on the invoice?
(If no, please write subaward number and circle for Accounts Payable.)

Yes No Is the 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.)

Yes No Is PI the same individual at both the prime and sub institution?
(If yes, invoice should be reviewed and approved by an alternate approver, i.e. an associate dean for research or department chair.)

Yes No Is this a final invoice?
(Final invoices must be marked final. Please confirm and document with the subrecipient.)

SECTION B. ADDITIONAL INSTRUCTIONS FOR CONDITIONALLY APPROVED SUBAWARDS (RESTRICTED)

Instructions: The below questions are to be answered when your subaward has been conditionally approved or restricted. The subaward number should contain a “R” for “Restricted.”

Yes No Are there receipts or copies of receipts for all expenses?
(If no, please request receipts and/or back-up documentation for all expenses from subawardee.)

Yes No Are there effort certifications and/or payroll receipts for all personnel expenses?
(If no, please request certifications and/or payroll receipts from subawardee to confirm personnel expenses.)

SECTION C. FIXED PRICE SUBAWARDS

Instructions: Please answer all questions before signing subaward invoices

Yes No Is the prime award fully executed?
(If no, please stop. Invoice should not be paid prior to execution.)

Yes No Is the subrecipient award fully executed?
(If no, please stop. Invoice should not be paid prior to execution.)

Yes No Is the invoice signed by the subrecipient?
(If no, please remit invoice for subrecipient signature.)

Yes No Is the subaward number indicated on the invoice?
(If no, please write the subaward number and circle for Accounts Payable.)

Yes No Does the subaward have milestones/deliverables?
(How many milestones/deliverables does the subaward have__?)

Yes No Does the invoice amount match the milestone payment schedule?
(If no, please confirm invoice amount and request revised invoice to match payment schedule.)

Yes No 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.)

Yes No Has the principal investigator reviewed and signed the invoice?
(If no, please have the GW PI review and sign the invoice.)

SECTION D. KEY ELEMENTS OF SUBRECIPIENT AGREEMENT NUMBER FOR INVOICE REVIEW

GW Agreement Number informational breakdown

Sample agreement: “17-MC86R”

“17” Signifies the year the agreement falls into 2017

“M” Signifies Medical Center or “S” signifies University

“C” Signifies a contract or a procurement agreement

“86” Signifies the sequential order for that year (this is the 86th original agreement for the Med Ctr. in 2017)

“R” Signifies that there is conditional approval or “restricted” (please see Section B above).

SECTION F. KEY ARTICLES AND APPENDICES IN SUBRECIPIENT AGREEMENT FOR INVOICE REVIEW

Key Articles in a subrecipient agreement:

Article II: Period of Performance

(Expenses must fall within this period)

Article III: Project Direction

(Details GW PI name and subrecipient PI name)

Article IV: Consideration and Payment

(Details total dollar amount of agreement; may detail payment schedule as well)

Article VI: Reports and Deliverables

(Details the deliverables and when they are due)

Appendix A: Scope of Work

(This will have the work that is to be completed; this may also have a payment schedule or a milestone schedule as well)

Appendix B: Budget

(This will have the approved budget for your invoice comparison)

Appendix C: Invoicing Instructions

(This will explain your invoicing format; it will also have the “Restricted” invoicing instructions)

Appendix D: Prime award

(This is a copy of the prime award)

(**Please note Article numbers may change due to additional language inserted but major headings to the Articles should remain the same or nearly identical)