

# 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"/>