

Sponsored Billing

Presented by

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October 7, 2021

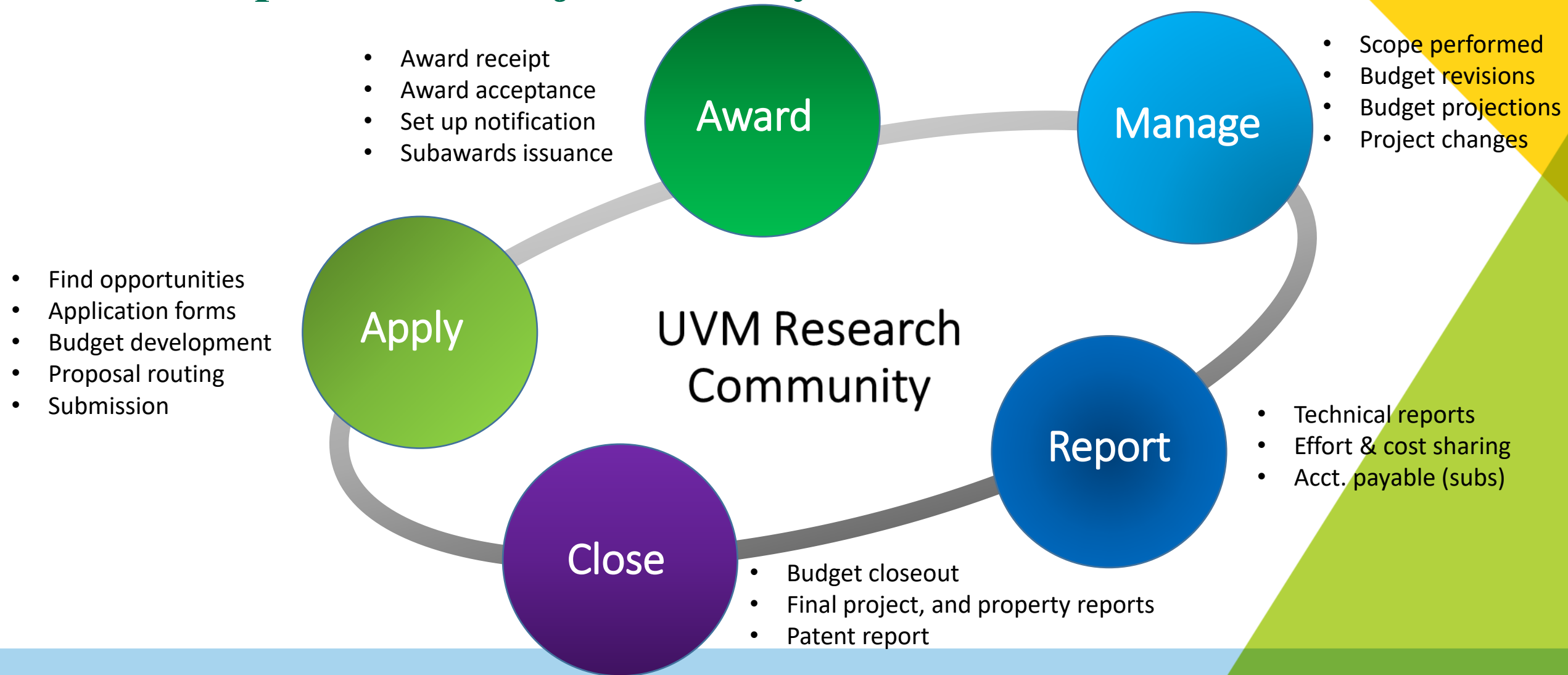


The University of Vermont

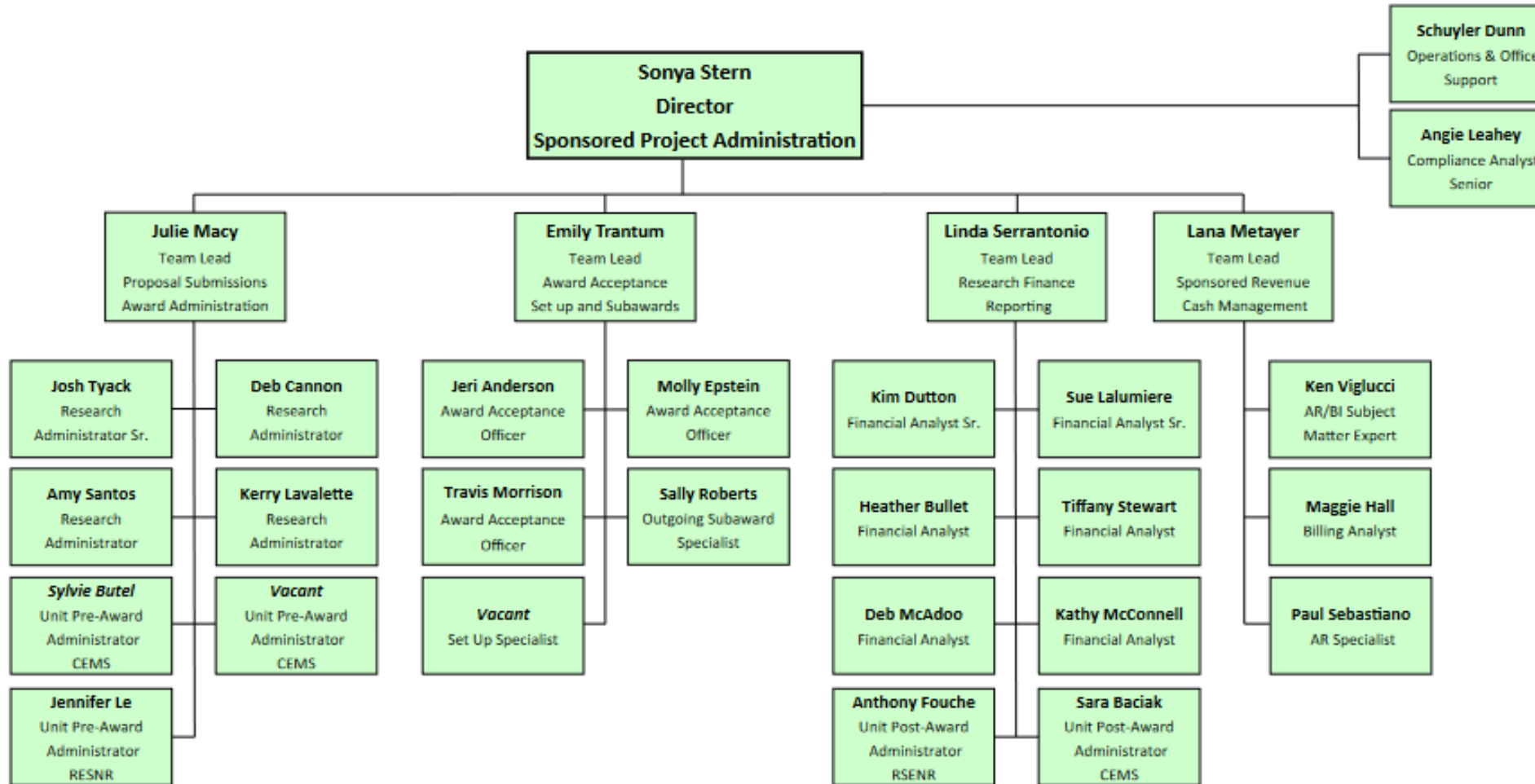
Agenda

- Provide a general overview of sponsored billing, how it works in the PeopleSoft system, and how the type, frequency, method of submission, are determined.
- Learn to analyze a sponsored agreement to understand invoicing terms.
- Understand the roles and responsibilities related to sponsored billing.
- Learn where to find invoicing information in PeopleSoft.

UVM Sponsored Project Life Cycle



UVM Sponsored Project Administration Organization



Roles and Responsibilities

- Billing and Invoicing
 - Contract setup and activation
 - Compliance with billing terms and conditions
 - Invoice preparation, review and submission
 - Account setup and management in sponsors' payment request systems
 - Coordination of back-up documentation collection

Roles and Responsibilities

- Accounts Receivables
 - Receive and post payments to appropriate PS receivables
 - Receive and post budget bump payments
 - Research and correct payment related errors
 - AR collections activities
 - Sponsor refunds
 - AR write-off entries

Award Acceptance and Setup

- UVM reaches an agreement with the sponsor and the PI concurs to terms;
- SPA Award Acceptance Officer accepts the award;
- Award Acceptance/Set Up team create a detailed checklist to facilitate the release of the budget into UVM's financial system (Peoplesoft Financial);
- When the set-up process is complete, funds become available for spending and salaries can be distributed to the project chart string;
- SPA notifies PIs and department administrators upon setup completion.

Contract Activation

- SPA Cash Management team receives setup notification;
- Last quality check of award entries in PS against the agreement;
- Contract is activated for billing and revenue recognition;
- Contract activation happens after award is set up – it does not impact department's ability to charge expenses, process salary distributions, setup POs, etc.

PI Portal

- Review award document and understand terms of the agreement;
- Log into PI Portal to view setup details and find financial reports and invoices
 - How much money do I have left to spend?
 - How's my budget for the project shaping up?
 - https://www.uvm.edu/sites/default/files/Sponsored-Project-Administration/PI_Portal_Visual_Job_Aid.pdf



Types of Activation Actions

- New Award
- Modification or Continuation – Sponsor-approved funding or time and funding adjustments
- No Cost Extension – Award period is extended; funding is unchanged.
- Advance Account – Funding approved and put in place in anticipation of the formal notice of award so that the PI may begin working on the project.



Contract Types

- Types are driven by the terms in the agreement;
- Cost Reimbursable (GEN, FED) – We bill the sponsor based on expenses posted and the cycle required by the contract. GEN awards create our standard system-generated invoice showing current and cumulative amounts. FED awards create a SF270 invoice form for Federal sponsors.
- Cost Reimbursable Letter of Credit (LOC) – The sponsors are all federal. We draw on an at-least monthly basis for expenses posted to awards. No invoices are created or submitted for payment; instead we go to Federal Government draw sites and request that money be wired to University of Vermont bank account.



Contract Types, Continued

- Scheduled Payment (SCH) – Billing is tied to programmatic deliverables. At the end of the project, payments are reconciled against final expenses. Any positive cash-on-hand is refunded to the sponsor.
- Advance Payment (ADV) – The sponsor gives us money in advance and in most cases, we do not have to send out an invoice. Cash-to-expenses reconciliation occurs at the end and positive cash-on-hand is refunded to sponsor.
- Fixed Price (FIX) – Invoicing is tied to programmatic deliverables; no reconciliation at end of the project due to sponsor; after all payments are received, remaining cash-on-hand is subject to the UVM's Residual Balance Procedure.



Examples of Agreements

- Cost Reimbursable Agreement (GEN or FED)
 - If sponsor is Federal, then type is FED; otherwise, any non-Federal cost reimbursable agreement is type GEN.
 - Billing to be done using invoices for costs incurred and there is a cycle expectation (monthly, quarterly).

Subrecipient shall submit invoices not more often than monthly and not less frequently than quarterly for allowable costs incurred. Upon the receipt of proper invoices, the PTE agrees to process payments in accordance with this Subaward and 2 CFR 200.305. All invoices shall be submitted using Subrecipient's standard invoice, but at a minimum shall include current and cumulative costs (including cost sharing), breakdown by major cost category, Subaward number, and certification, as required in 2 CFR 200.415(a). Invoices that do not reference PTE Subaward number shall be returned to Subrecipient. Invoices and questions concerning invoice receipt or payments shall be directed to the party's Financial Contact, shown in Attachment 3A.



Examples of Agreements

- Cost Reimbursable Agreement (LOC)
 - No invoices, always a federal sponsor, and has a draw site where per award requests for money are made.

BUDGET PERIOD 08/01/2017 - 07/31/2020	PROJECT PERIOD 08/01/2017 - 07/31/2020	TOTAL BUDGET PERIOD COST \$598,321.00	TOTAL PROJECT PERIOD COST \$598,321.00
NOTICE OF AWARD			
Based on your Application dated 03/02/2017 including all modifications and amendments, the United States acting by and through the US Environmental Protection Agency (EPA) hereby awards \$598,321. EPA agrees to cost-share <u>100.00%</u> of all approved budget period costs incurred, up to and not exceeding total federal funding of \$598,321. Recipient's signature is not required on this agreement. The recipient demonstrates its commitment to carry out this award by either: 1) drawing down funds within 21 days after the EPA award or amendment mailing date; or 2) not filing a notice of disagreement with the award terms and conditions within 21 days after the EPA award or amendment mailing date. If the recipient disagrees with the terms and conditions specified in this award, the authorized representative of the recipient must furnish a notice of disagreement to the EPA Award Official within 21 days after the EPA award or amendment mailing date. In case of disagreement, and until the disagreement is resolved, the recipient should not draw down on the funds provided by this award/amendment, and any costs incurred by the recipient are at its own risk. This agreement is subject to applicable EPA regulatory and statutory provisions, all terms and conditions of this agreement and any attachments.			
ISSUING OFFICE (GRANTS MANAGEMENT OFFICE)		AWARD APPROVAL OFFICE	
ORGANIZATION / ADDRESS		ORGANIZATION / ADDRESS	
Grants and Interagency Agreement Management Division 1200 Pennsylvania Ave, NW Mail code 3903R Washington, DC 20460		Environmental Protection Agency Office of Research and Development 1200 Pennsylvania Ave, NW Washington, DC 20460	
THE UNITED STATES OF AMERICA BY THE U.S. ENVIRONMENTAL PROTECTION AGENCY			



Examples of Agreements

- Advanced Payment Agreement (ADV)
 - One payment sent in advance

I am pleased to confirm that the Trust for Mutual Understanding has approved a grant in the amount of \$35,000 to the University of Vermont to support the project, "Bridging the Divide Between U.S. and Central/Eastern European Perspectives on Sustainable Forestry Through Effective Science Communication." I regret that budgetary limitations prevented TMU from awarding the full amount of \$37,200 requested; however, I do hope that the amount appropriated will be helpful.

Please have an authorized representative of the University of Vermont sign and return this letter to us via email as a PDF attachment to indicate acceptance of the terms of this award. Due to remote working during the pandemic, we will be wire-transferring the grant funds directly to your organization's bank account instead of issuing a paper check. Please provide us with the following banking information: name on account, account number, routing number, bank name,



Examples of Agreements

- Fixed Payment Agreement (FIX)
 - Final financial report is not required;
 - Remaining unspent balance, after all payments are received and expenses posted, can be retained at UVM.

Fees. Consultant will perform the services described in the Statement of Work for the fixed fee of \$43,820. Payment will be due within 30 days of each invoice submitted by Consultant as set forth in the Deliverable Schedule. Unless this is a fixed fee engagement, all invoices submitted shall specify the time spent and the tasks performed during the period for which the invoice has been submitted. Invoices shall be delivered as follows:

Sponsored Billing – Cost Reimbursable

- Invoices are prepared on the award-level based on expenses posted on a project.
- Cannot bill if expenses have not posted on the project.
- Retros are invoiced in the period they posted and prior invoices are not revised for retros posting later.
- \$1,000.00 cutoff rule
 - Invoices are not created unless there is at least \$1,000.00 of cost reimbursable expenses posted on a given award.
 - Exceptions are made for final invoices/ reports, for sponsor special requests, and if the agreement requires invoices on the cycle regardless of amount.

Sponsored Billing – Milestone Billing

- Can begin as soon as the award is set up as long as the corresponding deliverable has been met

The total compensation for the Study is *forty-three thousand (43,000)* USD. Upon full execution of this Agreement, GW shall provide fifty percent (50) % of the total amount to Institution in the amount of *twenty-one thousand five hundred (21,500)* USD.

- Automatic payments

Award Payments

Award payments are issued by the American Lung Association twice a year -July and January.

Cost Reimbursable Billing: Invoices

- PeopleSoft report is run by type (GEN, FED, GEN (special) to show billable expenses through the end date of the previous month.
- Detailed analysis to determine which awards should have invoices made.
- Invoices are booked as batches using GEN or FED type or individually GEN special.
- After approval, invoices submitted through email or sponsor online billing portals.
- Average per month: 100 GEN and 30 FED invoices.

GEN Invoice Sample

Sponsor: Finger Lakes Community Health
Award Ref: 44075
Contract Number: AWD00000254
Award Amount: \$136,935.00
Award PI: Wolcott-MacCausland, Naomi
Award Title: Puentes a la Salud Care Coordination Project

Invoice No: GCAS-113709
Invoice Date: 09/29/2021
Payment Terms: Immediate
Project Period: 09/01/20 - 08/31/23
Bill Period: 08/01/21 - 08/31/21

RuthM@flchealth.org

For billing questions, please call Margaret Hall at 802-656-3360

<u>EXPENSES THIS REPORTING PERIOD:</u>	<u>CURRENT PERIOD</u>	<u>CUMULATIVE TO DATE</u>
Salaries and Wages	4,740.52	46,148.95
Fringe Benefits	2,209.08	21,725.40
Supplies, Materials & Svcs	0.00	5,659.32
Facilities&Administration	1,786.06	18,898.13
TOTAL SPONSOR EXPENSES	8,735.66	92,431.80
TOTAL:	8,735.66	92,431.80

TOTAL AMOUNT DUE :	8,735.66
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FED Invoice Sample

REQUEST FOR ADVANCE OR REIMBURSEMENT <i>(See instructions on back)</i>		OMB APPROVAL NO. 0348-0004		PAGE # 1	OF # 1 PAGES
		1. TYPE OF PAYMENT REQUESTED a. "X" one or both boxes <input type="checkbox"/> ADVANCE <input checked="" type="checkbox"/> REIMBURSEMENT b. "X" the applicable box <input type="checkbox"/> FINAL <input checked="" type="checkbox"/> PARTIAL		2. BASIS OF REQUEST <input type="checkbox"/> CASH <input checked="" type="checkbox"/> ACCRUAL	
3. FEDERAL SPONSORING AGENCY AND ORGANIZATIONAL ELEMENT TO WHICH THIS REPORT IS SUBMITTED Institute Museum Library Services/IMLS		4. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER ASSIGNED BY FEDERAL AGENCY MA-30-19-0642-19		5. PARTIAL PAYMENT REQUEST NUMBER FOR THIS REQUEST GCAS-113559	
6. EMPLOYER IDENTIFICATION NUMBER 03-0179440	7. RECIPIENT'S ACCOUNT NUMBER OR IDENTIFYING NUMBER 000033975	8. PERIOD COVERED BY THIS REQUEST FROM (month, day, year) August 1, 2021		TO (month, day, year) August 31, 2021	
9. RECIPIENT ORGANIZATION		10. PAYEE (Where check is to be sent if different than item 9)			
Name: University of Vermont and State Agricultural College Sponsored Project Administration Number and Street: 85 South Prospect St 217 Waterman Building City, State, Zip: Burlington, VT 05405		Name: Number and Street: City, State, Zip:			
11. COMPUTATION OF AMOUNT OF REIMBURSEMENTS/ADVANCES REQUESTED					
PROGRAMS/FUNCTIONS/ACTIVITIES ➤	(a)	(b)	(c)	TOTAL	
a. Total program outlays to date 8/31/2021	\$ 154,345.61			\$ 154,345.61	
b. Less: Cumulative program income	\$ -			\$ -	
c. Net program outlays (Line a minus line b)	\$ 154,345.61			\$ 154,345.61	
d. Estimated net cash outlays for advance period	\$ -			\$ -	
e. Total (Sum of lines c & d)	\$ 154,345.61			\$ 154,345.61	
f. Non-Federal share of amount on line e	\$ 88,477.97			\$ 88,477.97	
g. Federal share of amount on line e	\$ 65,867.64			\$ 65,867.64	
h. Federal payments previously requested	\$ 63,778.04			\$ 63,778.04	
i. Federal share now requested (Line g minus line h)	\$ 2,089.60			\$ 2,089.60	



What makes an invoice GEN special

- Systems GEN invoice not sufficient
- Non-standard billing templates required
- Manual preparation required
- Supporting documentation needed
 - GL breakdown of expenses
 - Personnel data
 - Purchase receipts
 - Progress reports
 - Cost share reports

Special Invoice Sample



The University of Vermont
Sponsored Project Administration

Patient-Centered Outcomes Research Inst.
1828 L Street, NW, Suite 900
Washington DC 20036

DESCRIPTION									CHARGES	BALANCE
Date: 8/31/2021 Contract Number: PCS-1409-24372 Invoice Number: GCAS-113007 Award Title: Integrating Behavioral Health and Primary Care Billing Period: 5/1/2021 - 7/31/2021 for Comorbid Behavioral and Medical Problems Award PI: Littenberg, Benjamin Period of Performance: 4/1/2016 - 7/31/2022 UVM Contract Number: 000029651 Total Contract Value: \$19,017,471.00										
Budget Category	Project Budget	Research Budget	Current Period:	Cumulative to Date:	Peer Review Budget	Peer Review Current Period:	Peer Review Cumulative to Date:	Total Available Budget:	Available Budget %	
1. Personnel Costs										
Littenberg, Benjamin	\$535,933.00	\$524,502.00	\$17,499.86	\$525,859.48	\$11,431.00	\$0.00	\$0.00	\$10,073.52	1.88%	
Kessler, Rodger	\$231,537.00	\$231,537.00	\$0.00	\$47,813.35	\$0.00	\$0.00	\$0.00	\$183,723.65	79.35%	
VanEeghen, Constance	\$254,277.18	\$254,277.18	\$8,474.00	\$254,277.18	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	
Bonnell, Levi	\$0.00	\$0.00	\$14,647.20	\$109,187.58	\$0.00	\$0.00	\$0.00	-\$109,187.58	0.00%	
Callas, Peter	\$29,939.00	\$29,939.00	\$1,818.86	\$34,536.05	\$0.00	\$0.00	\$0.00	-\$4,597.05	-15.35%	
Crocker, Abigail	\$240,483.00	\$240,483.00	\$4,275.80	\$235,028.96	\$0.00	\$0.00	\$0.00	\$5,454.04	2.27%	
Hitt, Juvena	\$343,180.00	\$326,570.00	\$17,236.64	\$299,978.69	\$16,610.00	\$1,323.66	\$1,323.66	\$41,877.65	12.20%	
Frisbie, Sylvie	\$242,654.00	\$242,654.00	\$4,861.44	\$259,179.20	\$0.00	\$0.00	\$0.00	-\$16,525.20	-6.81%	
Van Luling, Jonathan	\$222,316.00	\$222,316.00	\$0.00	\$20,160.17	\$0.00	\$0.00	\$0.00	\$202,155.83	90.93%	
Pinckney, Richard G.	\$95,102.00	\$95,102.00	\$0.00	\$52,057.90	\$0.00	\$0.00	\$0.00	\$43,044.10	45.26%	
Rambur, Betty	\$0.00	\$0.00	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00	-\$200.00	0.00%	
Rose, Gall Lynne	\$308,677.00	\$308,677.00	\$14,297.12	\$329,148.49	\$0.00	\$0.00	\$0.00	-\$20,471.49	-6.63%	
Jewiss, Jennifer Lynn	\$109,111.98	\$109,111.98	\$4,005.76	\$109,111.98	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	
Clark Keefe, Kelly A.	\$36,318.88	\$36,318.88	\$0.00	\$36,318.88	\$0.00	\$0.00	\$0.00	\$0.00	100.00%	
Pond, Alexander D.	\$106,518.96	\$106,518.96	\$0.00	\$106,518.96	\$0.00	\$0.00	\$0.00	\$0.00	200.00%	
Other-Student Employee	\$273,513.28	\$273,513.28	\$9,931.26	\$281,196.98	\$0.00	\$0.00	\$0.00	-\$7,683.70	-2.81%	
TBN- Post Doctoral Assoc.	\$324,321.72	\$324,321.72	\$20,381.72	\$324,321.72	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	
Salaries	\$3,353,883.00	\$3,325,842.00	\$117,429.66	\$3,024,895.57	\$28,041.00	\$1,323.66	\$1,323.66	\$327,663.77	9.77%	
Fringe Benefits	\$1,295,730.00	\$1,285,398.00	\$47,011.92	\$1,145,722.14	\$10,332.00	\$616.82	\$616.82	\$149,391.04	11.53%	
Subtotal Personnel Costs	\$4,649,613.00	\$4,611,240.00	\$164,441.58	\$4,168,677.23	\$38,373.00	\$1,940.48	\$1,940.48	\$478,995.29	10.30%	
2. Consultants	\$333,662.00	\$333,662.00	-\$2,729.60	\$358,408.29	\$0.00	\$0.00	\$0.00	-\$24,746.29	-7.42%	
3. Supplies	\$57,802.00	\$57,802.00	\$4,141.50	\$94,000.72	\$0.00	\$0.00	\$0.00	-\$36,198.72	-62.63%	
4. Travel	\$208,856.00	\$208,856.00	\$0.00	\$108,663.46	\$0.00	\$0.00	\$0.00	\$100,192.54	47.97%	
5. Other	\$681,738.00	\$681,738.00	\$701.00	\$365,164.77	\$0.00	\$0.00	\$0.00	\$316,573.23	46.44%	
7. Contractual Costs	\$10,703,132.00	\$10,703,132.00	\$344,555.20	\$10,115,082.30	\$0.00	\$0.00	\$0.00	\$588,049.70	5.49%	
Total Direct Costs	\$16,634,803.00	\$16,596,430.00	\$511,109.68	\$15,209,996.77	\$38,373.00	\$1,940.48	\$1,940.48	\$1,422,865.75	8.55%	
8. Indirect Costs	\$2,382,668.00	\$2,367,319.00	\$66,621.81	\$2,048,741.95	\$15,349.00	\$776.18	\$776.18	\$333,149.87	13.98%	
Grand Total	\$19,017,471.00	\$18,963,749.00	\$577,731.49	\$17,258,738.72	\$53,722.00	\$2,716.66	\$2,716.66	\$1,756,015.62	9.23%	
Current Period Expenditures:									\$580,448.15	
Total Amount Due:										\$580,448.15

CERTIFICATION: By signing this report, I certify that all payments requested are for appropriate purposes, in accordance with the agreements set forth in the Application and Contract



The University of Vermont

Cost Reimbursable Invoices: Communication

- Inquiries from dept admins and PIs on status of invoicing
- The main reasons for an invoice not yet having been created:
 - The award is not activated in PeopleSoft.
 - Timing is off-cycle per the award's agreement.
 - No expenses yet or not yet \$1,000.00 billable expenses posted on award.
 - The billing period is still open (deadline for invoice submission is last day of the month)
- Invoice backup coordination
 - PI technical progress reports;
 - Photographs of equipment purchased;
 - Receipts/ documentation for operating & travel expenses, etc.

Cost Reimbursable: LOC draws

- LOC award agreements are cost reimbursable but no invoices are used for billing;
- Allowable requests for funds are made on federal government draw sites;
- Current federal LOC sponsors:
 - National Institutes of Health (NIH)
 - U.S. Dept of Agriculture (USDA)
 - U.S. Veterans' Administration (VA)
 - National Science Foundation (NSF)
 - NOAA
 - NASA
 - U.S. Environmental Protection Agency (EPA)
 - U.S Department of Energy
 - U.S. Geological Survey
 - U.S. Department of Education

LOC Billing: Process

- LOC Report is run in PeopleSoft for one federal LOC sponsor to see billable expenses per award for one sponsor.
- Detailed analysis conducted to determine which awards and which expenses allowable for draw.
- Funds are requested in federal government draw site on a per award basis.
- Documentation of this draw plus draw analysis is compiled as a packet for audit documentation.

LOC Billing: Communication

- Final draw / closeout;
- LOC awards expiration dates:
 - 90-120 days after the end date of the award;
 - The award will no longer be available to draw for and any remaining balance will be deobligated.
- Expiring appropriations:
 - Typically awards that were awarded as a lump sum (as opposed to incremental yearly amounts);
 - Funding may expire prior to the award end date;
 - Award documents often lack clarity on when appropriation expires;
 - Annual outreach to federal agencies to get the list of active awards subject to expiring appropriations;
 - Once appropriation has expired, unspent funds are returned to U.S. Treasury – no extension can be granted.

LOC Draws: Fun Facts

- Size Doesn't Matter
 - A draw for a single award could be for \$1,000,000.00, \$0.01, or could be a refund (-\$1,000.00).
- Very Fast Money
 - Funds are received the day after request is made;
 - No collections;
 - Least burdensome billing method.



Milestone Billing: Process

- Event milestones are entered into PeopleSoft at the time of award setup;
- PeopleSoft report showing all unbilled milestones along with the dates they are due;
- SPA contacts unit administrator or PI to get the confirmation that the deliverable has been met;
- Invoices are created only once the confirmation is received;
- Invoices are approved and submitted to sponsor.

Milestone Billing: Invoice Sample



The University of Vermont
Sponsored Project Administration

The University of Vermont
Sponsored Project Administration
85 So Prospect - 217 Waterman Bldg
Burlington, VT 05405-0160
DUNS #: 06-6811191

Sponsor: Vermont Agency of Agric Food & Markets
Award Ref: 02200-FTS-Dairy-20-02
Award Amt: \$11,500.00
Award No: AWD000000353
Award PI: Kleinman, Sarah
Award Title: Dairy Education in School Communities – Educational Dairy Career Workshops

Due: Due Upon Receipt
Invoice: GCAS-112650
Invoice Date: 08/18/2021

Attn: Trevor Lowell

For billing questions, please call Ken Viglucci at 802/656-3360.

Trevor.Lowell@vermont.gov

Line	Description	Net Amount
1	State's receipt of interim status report due 6/30/2021	4,600.00
Amount Due:		<u>4,600.00</u>



Clinical Trial Billing

- Clinical Trial agreements also called Fixed Rate agreements;
- Different from other milestone based billing awards:
 - Award upper limit may not be known up front;
 - Most billing is done by unit administrators;
 - Start-up and IRB fees are invoiced by SPA;
 - Trial expenses (per patient, per visit, per sample) are invoiced by department;
 - Remaining cash balance is subject to Residual Balance UOP.

Clinical Trial Billing: Sample Agreement

FIXED FEE/PER PATIENT PAYMENT SCHEDULE

Vermont will be reimbursed \$4,500 for each patient enrolled for up to ten patient enrollments. Except for reimbursement amounts already paid by Washington University to Vermont pursuant to the following paragraph, reimbursements will be issued upon confirmation of accrual.

Common Issues

- Unclear or contradictory terms
 - Occurs at the time of award acceptance;
 - Terms are not clear on how, where and how often invoices are to be submitted;
 - Contradictory terms example: fixed price agreement requiring a refund.
- Deviation from terms of the agreement
 - Requests for additional backup not specified in the agreement;
 - Unrealistic invoicing deadlines not mentioned in the agreement.
- Timeline for posting of expenses
 - Requesting an invoice as soon as award has been set up on cost reimbursable awards.

Accounts Receivable and Collections

- SPA Responsibilities – SPA follows up with the sponsor as needed to ensure invoices UVM has submitted are received and reviewed/approved/paid in a timely fashion
- Department Admin/PI responsibilities – Ensure that expenses are posted in a timely fashion. Ensure that milestones/tasks/reports are completed and submitted correctly and in a timely fashion

Accounts Receivable and Collections

- Common reasons for delays in payments
 - Incorrect submission (template, email, needed details)
 - Unmet programmatic obligations
 - Staff turnover
 - Grant terminations or transfers
 - Payments subject to receipt of prime award payments
 - Invoice navigation
 - Physical check sent to incorrect address

Common Questions

- Where can I find invoices for my grant? Why am I not seeing any?
 - The PI Portal will show invoices submitted to sponsor. If you do not see any invoices it might be that the award is not yet activated, does not have the minimum of \$1,000.00 expenses posted on it, it is off-cycle, a milestone has not yet been met, or it is not the correct time for the invoice to be made. Please feel free to contact us for assistance, as needed.
- Does the PI need to worry about billing or collections?
 - SPA Cash Management Team has a lot of checks and balances but PIs are part of the team and if there is anytime when you need support or have questions, please feel free to contact us for assistance, as needed.

Common Questions

- Will PIs be notified when an invoice is submitted to sponsor or copied on invoice submission?
 - We have no automated system for notification of invoice submissions. Submitted invoices can be located in PI Portal. We will copy the PI on invoice submissions if required by the terms of the agreement or if there is a specific reason (e.g., invoice submission triggers progress report submission).
- Are there any PeopleSoft reports or queries that show all that has been billed and received?
 - UV_AR_ITEM_ACTIVITY_CONT_PROJ shows some basic data, but we recommend contacting SPA for any questions related to billing / payments.

Billing Success Stories

- Sponsor request for invoices to display changing P.O.# and Requisition #.
- Census Bureau invoice customer service.
- Milestones billing invoice – proactive communication from stakeholder.

Quiz: What is the award type?

FDP Cost Reimbursement Subaward		AWARD DOCUMENT	Run Template
Federal Awarding Agency: Department of Agriculture (USDA)			
Pass-Through Entity (PTE): University of Delaware		Subrecipient: University of Vermont and State Agricultural College	
PTE PI: Laurie Wolinski		Sub PI: Lisa Chase	
PTE Federal Award No: 2018-70027-28588		Subaward No: 58900	
Project Title: Agritourism Safety and Liability: Updating Best Risk Management Practices for the COVID-19 Pandemic			
Subaward Budget Period: Start: 04/01/2021 ? End: 09/30/2022 ?		Amount Funded This Action (USD): \$ 45,870.00	
Estimated Period of Performance: Start: End:		Incrementally Estimated Total (USD): \$	
Terms and Conditions			
1. PTE hereby awards a cost reimbursable subaward, (as determined by 2 CFR 200.331), to Subrecipient. The Statement of Work and budget for this Subaward are as shown in Attachment 5. In its performance of Subaward work, Subrecipient shall be an independent entity and not an employee or agent of PTE.			
2. Subrecipient shall submit invoices not more often than monthly and not less frequently than quarterly for allowable costs incurred. Upon the receipt of proper invoices, the PTE agrees to process payments in accordance with this Subaward and 2 CFR 200.305. All invoices shall be submitted using Subrecipient's standard invoice, but at a minimum shall include current and			

QUESTIONS

- Contact information
 - Maggie Hall – mahall@uvm.edu
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