Subrecipient Invoice Review and Approval for Principal Investigators and Project Managers

UVM Project Managers and/or Principal Investigators are responsible for review and approval of the subrecipient invoices to ensure that the invoice costs agree with the scope of the sub project and to confirm that the programmatic goals are being met. Prior to PI review, all subinvoices are reviewed by SPA Financial Analysts who ensure they are prepared according to the terms of the subagreement.

PIs/Project Managers will receive a PeopleSoft generated email when the subinvoice is ready for their review. Follow the steps below to review and approve or deny a subrecipient invoice.

1. Log into PeopleSoft Financial Module.

2. Click on the Subaward Invoice Approval tile, which will appear in the home screen when invoices are in your queue.

3. The pending subinvoices will be displayed in the following screen. Select the first invoice for review from the displayed list by clicking on the orange Review & Approve/Deny button.
4. Review the subinvoice details in the pop-up screen; to download the invoice, click on View Subaward Invoice Documents button. Note any comments from SPA in the SPA Comments for Approver box.

5. Insert Designated Approver Comments if applicable. No comment is generally needed when approving an invoice.

6. Approve the invoice to send it for payment OR deny the invoice to send it back to Sponsored Project Administration. Enter notes that explain why the invoice is being rejected.

7. Select Return at the bottom of the screen to return to the Subaward invoice listing for additional invoice approvals.