



Sponsored Project Administration

Outgoing Subaward Invoice Processing

Sponsored Project Administration

Procedure:	Outgoing Subaward Invoice Processing Procedure
Owner:	Sponsored Project Administration
Effective date:	06/22/2018
Last Updated:	08/11/2022

Background

During the course of an award, Principal Investigators may issue sub awards to other institutions to support their research aims. This document outlines the process SPA Financial Analysts, UVM Principal Investigators, and Unit Administrators will follow to ensure the timely payment of a subaward invoice and to ensure compliance with Office of Management and Budget (OMB) regulations, (Uniform Guidance). While it is consistent with uniform guidance, this procedure applies to both federal and non-federal sponsored agreements.

Purpose

This document sets forth the procedure for the processing of outgoing subaward invoices and relates to following documents:

1. [University Operating Procedure: Issuing and Monitoring Subawards on Sponsored Agreements.](#)
2. [SPA Procedure for Issuing and Amending Outgoing Subaward](#)

Roles and Responsibilities

Financial Analyst (FA)

Reviews invoices to ensure consistency with subaward requirements and provide assistance to PI/UA in the event of budgetary/financial issues.

Outgoing Subaward Specialist (OSS)

Manages subaward drafting, negotiation, maintenance of the subaward tracker log (not to be concerned with processing invoices from the subrecipient).

Unit Administrator (UA)



