

Question 4: Sub Monitoring

Review the following documents:

- Subinvoice Issue #2 (page 17-20)

Q4: What issues, if any, do you see for **subrecipient monitoring**?

Hint – can you find all 5!

Subrecipient Monitoring



- Subrecipient invoice (with UG certification if applicable)
- AP Subrecipient Invoice Disbursement Form
- Subaward agreement
- PI approval of the invoice
- PAFO RA's approval
- PAFO also submits records of all our annual subrecipient monitoring and desk reviews

ABC Co., Inc.

Sponsor:

Via Email to subinv@bu.edu
 Trustees of Boston University
 25 Buick Street, 2nd Floor
 Boston, MA 02215
 United States

Invoice No: 2
Invoice Date: 08/15/19
Payment Terms: Upon Receipt
Obligated Funding: 150,000.00
Award End Date: 12/31/19

Subaward No: 4500002929

Prime Award Sponsor: National Science Foundation

Award Title: BUCWC – Coffee with Colleagues, Cream & Sugar?

<u>Categories</u>	Billing Period:		Cumulative Amount:	
	<u>03/01/2019 - 07/31/2019</u>			
Salaries and Wages	\$	17,500.00	\$	44,000.00
Fringe	\$	3,675.00	\$	9,240.00
Foreign Travel	\$	1,650.00	\$	5,550.00
Minor Equipment (Supplies)	\$	3,112.50	\$	3,710.00
Facilities and Administration	\$	15,562.50	\$	37,500.00
total costs	\$	41,500.00	\$	100,000.00



Tim Jones, Assoc. Dir. Research Finance ABC Co., Inc.

Disbursement Request Form



Source Document No.

Disbursement Request Type *

Please review the Subrecipient Invoice with the Principal Investigator (PI). The PI should review the invoice to determine if sufficient technical progress has been made to justify payment of the subrecipient invoice. This review should include:

- A brief review of the invoice, with special attention to the salary and wage costs invoiced;
- A review of travel expenses to verify need for the travel during the billing period; and
- A review of material and supply charges for reasonableness.

The signature of the PI on the invoice is required. Alternate signatures (e.g.: department administrator, graduate research assistant, postdoctoral fellow, etc.) are not considered adequate. In the instance where PI signature is not available, an email evidencing the PI approval will be accepted.

Subrecipient / Payee Name *

Submitter Name *

Address Line 1

Date Submitted *

Address Line 2

Submitter Phone *

Address Line 3

Submitter Email Address *

City

State

Zip Code

*Must be an @bu.edu address

Country

Disposition of Payment *

Account Distribution: For account distribution allocations, click the "Add" button to the right.

Add

GL Account *	Amount *	Cost Object (CC/IO/SP) *	Fund Reservation Number *	Fund Reservation Line Item *	
<input type="text" value="517520"/>	<input type="text" value="41,500"/>	<input type="text" value="9500000009"/>	<input type="text" value="4500001234"/>	<input type="text" value="2"/>	<input type="button" value="Remove"/>

Total Amount in USD:

PAFO Research Administrator:

Name *

Date *

Phone *

Email Address *

*Must be an @bu.edu address

From: Tubes, T <ttubes@bu.edu>
Sent: Tuesday, August 17, 2019 3:47 PM
To: Invoices, Subaward <subinv@bu.edu>
Subject: FW: Fund Reservation #4500001234

Hello,

Yes, I approve this invoice.
Thank you!

T. Tubes

From: Invoices, Subaward
Sent: Monday, August 16, 2019 10:43 AM
To: Resultous, Grant <gresultous@bu.edu>; Smith, DA <dasmith@bu.edu>
Cc: RA, PAFO <pafora@bu.edu>
Subject: Fund Reservation #4500001234

Hello,

Attached is a subrecipient invoice for review and processing (FRN 4500001234; SP/IO 9500000009).

Please review with the Principal Investigator. You will then need to complete and submit a **Subrecipient Invoice Disbursement Request form** to the PAFO Research Administrator: PAFO RA (pafora@bu.edu, 617.353.4555).

The Subrecipient Invoice Disbursement Request form is located on the Forms page of the Accounts Payable website: <http://www.bu.edu/ap/resources/forms/>. **Please remember to attach both a copy of the invoice and the Principal Investigator's approval.**

If you have any questions or believe you have received this email in error, please respond directly to PAFO RA at pafora@bu.edu.

Thank you,
Post Award Financial Operations
617-353-4555