



## ***POLICY***

### **Monitoring Receipt of Scheduled Payments**

Topic: <b>Sponsored Awards Admin &amp; Mgmt</b>	Department: <b>Grants</b>	Policy No: <b>5.160.03</b>	Effective Date: <b>12/26/14</b>	Page No: <b>1 of 1</b>
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**Purpose:** To provide guidance for the appropriate procedures to be utilized for sponsored agreements that contain automatic payment schedules.

**Policy:**

1. It is the policy of the Boyce Thompson Institute for Plant Research (BTI) that the Business Office is responsible for ensuring that all payments are received on time.
2. The principal investigator is responsible for completing all project requirements of the agreement so the sponsor will make the task or scheduled payments according to the award terms.