



POLICY

Sponsored Award Billing

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| Topic: Sponsored Awards Admin | Department: Grants | Policy No: 5.60.01 | Effective Date: 12/26/14 | Page No: 1 of 1 |
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Purpose: To provide guidance on the process for sponsored award billing and invoice reviews in accordance with OMB Circular A-122, A-110 (prior to 12/26/14), and 2 C.F.R. 200 Uniform Administrative Requirements for Federal Awards (effective 12/26/14).

Policy:

1. It is the policy of the Boyce Thompson Institute for Plant Research (BTI) that the Business Office will have primary responsibility for the preparation and submittal of sponsored award invoices. Reimbursement is the preferred method via generally electronic funds transfer if available.
2. All interim and final invoices are reviewed by the Business Office prior to submission to the sponsor.
3. The Business Office will submit invoices to sponsors based on the guidelines stated in the award documents.
4. Most invoices will be submitted to the sponsor within 15 days of the close of the monthly billing period.
5. Invoices not paid within 60 days of the invoice date are investigated by the Business Office.