

Office of Research

Subrecipient Invoice Review Checklist

The following checklist is a tool for Principal Investigators (PI) and the Service Enhancement Transformation (SET) Specialist or the Cost Center Manager to complete when reviewing and approving Subrecipient invoices.

Always refer to the subaward document to ensure invoices reflect the agreement and its scope of work and budget. This checklist is a general checklist and would not address any special terms and conditions of the subaward agreement. If there are any concerns, or a field is marked “No”, please contact the appropriate official and DO NOT approve until the concern is resolved.

For additional information on processing subaward invoices refer to [link](https://www.research.ucf.edu/research/awardmgmt.html).
<https://www.research.ucf.edu/research/awardmgmt.html>

Confirm	Area to Review	Yes	No	N/A
Subrecipient Name	Does the Subrecipient name match the name in the subaward agreement?			
Subrecipient Address	Is there a remittance address on the invoice?			
Invoice Date	Is the invoice dated?			
Invoice Number	Did the Subrecipient put an invoice number on the invoice?			
Subaward Amount	Does the subaward amount on the invoice tie to or is covered by the total available funding? There will be no budget check performed.			
Subaward Number	Is the subaward number listed on the invoice and does it match to the Subrecipient agreement?			
Prime Award Number	Is the Prime funding award number on the invoice and does it match to the Subrecipient agreement?			
Subaward Period of Performance	Is the subaward period of performance on the invoice accurate?			
Billing period	Is the billing period (date of cost incurrence) on the invoice? The billing period must fall within the subaward period of performance.			
Budget Adherence	Do the expenditures as presented on the invoice agree with the subaward budget? If not, is there a formal modification for the allowable expenditures?			
Milestones	Are payments to be made based on milestones described in the subaward agreement? If yes, has the milestone been met to warrant the release of this invoice?			

Confirm	Area to Review	Yes	No	N/A
Current / Cumulative Expenditures	Does the invoice include both current and cumulative expenditures? Are the expenditures broken out in the major categories (e.g., salaries, fringe, supplies, etc.)?			
Cumulative Invoice Amount	Is the cumulative invoice amount accurate? Confirm the cumulative invoice amount does not exceed the total available funding through the most current subaward amendment.			
Cost-Sharing	If the subaward included a cost sharing requirement, is the subrecipient meeting its cost sharing obligation? Cost Share must be met per budget year.			
Required Certification	Does the invoice contain the appropriate Certification and signature by the subrecipient's Authorized Official? Certification for subaward invoices under a Federal award: <i>"By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812)."</i> Certification for subaward invoices under a non-federal award: <i>"By signing this report, I certify to the best of my knowledge and belief that the report is true, complete and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and condition of the award."</i>			
Deliverables	Have all the required outstanding deliverables been completed and uploaded to HRS?			
Final Invoice	Is this a final invoice? All final invoices must be marked FINAL .			
F&A Calculation	Is the correct F&A rate charged, and is it correctly calculated?			

Confirm	Area to Review	Yes	No	N/A
Duplicate Invoice	Is this a duplicate invoice? Does the current amount when added to the previous invoice cumulative amount equal the current invoice cumulative amount?			
Research Progress (or PI approval)	<p>Is the research progress sufficient to the PI's satisfaction, and/or to the terms and conditions of the subaward? Does the invoice include an email attachment with PI approval (with the below statement)?</p> <p><i>“In reply to this email, I approve payment of this invoice and attest that charges appear reasonable, and progress to date on this project is satisfactory and in keeping with the statement of work, and required deliverables due at this time from the subcontractor have been received and uploaded into the Huron system, if applicable.”</i></p>			
Email Template	<p>Attached is a copy of an invoice from XXXX for work performed through XXXX supporting grant# XXXX. If you approve this invoice, please see the comment below that is required by F&A.</p> <p><i>“In reply to this email, I approve payment of this invoice and attest that charges appear reasonable, and progress to date on this project is satisfactory and in keeping with the statement of work, and required deliverables due at this time from the subcontractor have been received and uploaded into the Huron system, if applicable.”</i></p> <p>Your response of approval is authorization to submit the invoice for payment.</p>			
Attachments	Are all of the required documents included as an attachment when submitting for approvals in Workday? (Invoice, PI approval email, and cost share report if applicable)			

Subrecipient Name
Subaward Project Period

Subaward Number
Invoice Number
Invoice Date
Billing Period

[Company Name]
Project Period: July 1, 2021 - June 30, 2022

UCF Agreement #: **[XXXX]**
Invoice #: **[XXXX]**
Invoice Date: **11.30.2021**
Invoice Period: **7.1.2021 – 9.30.2021**

	FY Budget		1st Quarter 21/22		Total Billed YTD	
	Budget	Match	Grant	Match	Grant	Match
Personnel						
Community Partnership Director	\$ 65,700		\$ 15,650.03		\$ 15,650.03	
Family/ Community Coordinator	\$ 37,808		\$ 6,057.69		\$ 6,057.69	
Administrative Supervisor	\$ 3,570		\$ 850.01		\$ 850.01	
Subtotal	\$ 107,078		\$ 22,557.73		\$ 22,557.73	
Benefits	\$ 20,375		\$ 3,373.76		\$ 3,373.76	
Total personnel Costs	\$ 127,453		\$ 25,931.49		\$ 25,931.49	

Expenses						
Supplies	\$ 23,520	\$ 33,500	\$ 284.01	\$ 18,062.72	\$ 284.01	\$ 18,062.72
Software	\$ 780	\$ 250				
Technology	\$ 4,035		\$ 1,358		\$ 1,358.00	
Occupancy		\$ 5,000		\$ 3,075.56		\$ 3,075.56
Lodging	\$ 1,200					
Mileage	\$ 994		\$ 66.47		\$ 66.47	
Other Transportation	\$ 550					
Per Diem	\$ 160					
Rental						
Printing	\$ 2,750					
Professional Services	\$ 5,225					
Total Expenses	\$ 39,214	\$ 38,750	\$ 1,708	\$ 21,138	\$ 1,708	\$ 21,138

Total - Personnel and Expense	\$ 166,667		\$ 27,639.97		\$ 27,639.97	
Administrative Costs (8%)	\$ 13,333		\$ 2,211.20		\$ 2,211.20	
TOTAL	\$ 180,000	\$ 38,750	\$ 29,851.17	\$ 21,138.28	\$ 29,851.17	\$ 21,138.28

Subaward Amount

Current Cost Share

Cumulative Cost Share

“By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).”

Certification Statement

Remittance Address

Remit to:

[Recipient Name | Company Position]
 [Street Address]
 [City, State, Zip Code]
 [Phone | Email]