OFFICE OF SPONSORED PROGRAMS
SUBRECIPIENT INVOICE PROCESSING GUIDANCE

If you have questions about Subrecipient invoice processing, please see below. This guidance was previously provided in the OSP News and the OSP Principal Investigator News.

IMPORTANT NOTICE ABOUT SUBRECIPIENT INVOICES

During the past several days, OSP issued Purchase Orders (“POs”) and associated amendments for all existing Subawards. (Please note that “Subawards” are NOT “Contracts for Services,” which are different.)

WHAT DOES THIS MEAN FOR YOU?

(1) It means that ALL SUBRECIPIENT INVOICES must be sent to your assigned Sponsored Project Administrator (“SPA”) for review BEFORE payment. Your SPA will review an invoice for a number of factors. If acceptable, the SPA will forward the invoice to the PI for approval (and will copy the Departmental Administrator and Business Manager as set forth on the Frevvo Role List).

(2) You will NO LONGER SUBMIT PAYMENT REQUEST REQUISITIONS to pay Subrecipients’ invoices. Instead, you will simply forward the email from your SPA (with the invoice signed by the SPA and the PI) to Accounts Payable to be paid against an existing PO created by OSP. The email from your SPA will contain detailed instructions how to do this.

WHAT OTHER ACTIONS IS OSP TAKING?

OSP is evaluating a Subaward report from OFC. Assuming the report works as expected, OSP plans to make it available to campus in the Business Manager Tools on OSP’s website. We’ll provide more information as it becomes available.

WHO SHOULD YOU CONTACT WITH QUESTIONS?

You should contact your assigned SPA.

HYPERLINKS

Assigned SPA: https://research.boisestate.edu/osp/spa-assignments/

Frevvo Role List: https://docs.google.com/spreadsheets/d/14Rzz5vhnw4HJzdzwnC-gls2HbxgWxj43LVk8seVl88/edit?ts=5a8210ab#gid=1544843939

Business Manager Tools: https://research.boisestate.edu/osp/grant-management/
OSP CONTRACTING UNAVAILABILITY ON AUGUST 13TH

As mentioned in previous posts, the OSP Contracting team will start issuing Purchase Orders (POs) for Subawards shortly after the July accounting month closes. This effort involves creating POs and executing contractual amendments for all of our active Subawards. Because there is a short window of opportunity to make this transition, OSP Contracting (sponsoredagreements@boisestate.edu) will be “closed” on Monday, August 13th. This means that awards, subawards, advances, no-cost extensions and other day-to-day administrative actions will not be processed/Performed by OSP Contracting on August 13th.

If you have any questions, please contact Matt Smith at 6-1425.

NOTICE ABOUT CURRENT SUBAWARD INVOICES

All Subaward invoices routing for payment via Payment Request Requisitions must be approved by all college and departmental reviewers by no later than the close of business on Friday, July 20, 2018. To be clear, these invoices must be in Accounts Payables' queue next Friday evening. This will give Accounts Payable sufficient time to process these invoices with reduced staff before the July accounting period closes.

In case you missed our notice on May 17th, the OSP Contracting team will start issuing Purchase Orders (POs) for Subawards in August 2018. Specifically, the PO number will become part of the Subaward number. This will create several efficiencies for campus and OSP. First, Subaward funds will be encumbered in Oracle Financials Cloud (OFC) when Subawards are issued. Second, most Subaward financial information will be tracked on an individual Subaward basis in OFC. Third, campus will no longer need to submit Payment Request Requisitions to pay Subaward invoices. OSP continues to coordinate with Accounts Payable and other stakeholders.

Please let me know if you have any questions.

Best regards,
Matt

6-1425

Please review the following notice from OSP regarding upcoming process changes for No-Cost Extensions, Advance Department IDs / Advance Spending Requests, and Subawards:


If you have any questions, please contact Matt Smith at 6-1425