

SUBMITTING SUB-RECIPIENT INVOICES FOR PAYMENT

1. All invoices received from the sub-recipient should be sent to the Principal Investigator's office for processing.
2. The Principal Investigator's office will review the invoices to ensure that all costs comply with the guidelines of the award. Documentation should be attached that supports the request for payment.
3. The Principal Investigator's office will include a "Certificate of Sub-recipient" form, signed by an authorized representative of the institution, with each invoice.
4. The Principal Investigator's office will attach a "Certificate of UAB Personnel" form, signed by the Principal Investigator or the award manager, along with the supporting documentation for payment of each invoice. If the sub-recipient invoice is 120 days overdue, the Dean is required to countersign the "Certificate of UAB Personnel" form.
5. Once the Principal Investigator's office has reviewed all documentation, a payment request can be submitted through the approval path. Grants and Contracts Accounting (GCA) will receive the payment request to review the invoices and supporting documentation and ensure that both certificates are attached. GCA will also make sure that the request for payment is within the timeframe of the prime award and that the expenditures do not exceed the amount of the sub-recipient's agreement.
6. GCA will then process the payment request.