



<b>SUBJECT:</b> Deliverable Invoice Policy	<b>Effective Date:</b> Rev 10-09-09	<b>Policy Number:</b>	
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	<b>Responsible Authorities:</b> Director, Research Accounting		

**I. Background**

Florida Atlantic University is required to invoice Federal and Non-Federal sponsors for deliverables, according to terms and conditions of the award.

**II. Purpose**

The purpose of this policy is to establish uniform procedures for all sponsored projects with deliverables, in order to ensure adherence in submitting timely deliverable invoices according to the terms and conditions of the award.

**III. General Statement**

Research Accounting is available to answer questions and provide assistance regarding the requirements of the Deliverable Invoice Policy.

**IV. Policy**

It is the policy of Florida Atlantic University that deliverable-based invoices be submitted in accordance with the terms and conditions required by the sponsor. Sponsors may require the scheduled receipts of a deliverable, or the scheduled receipt and acceptance of a deliverable, prior to the release of research funds.

When, within these terms and conditions of the award, the sponsor considers receipt and/or acceptance of the deliverable to be a prerequisite, payment may be withheld until the sponsor considers this condition satisfied.

In circumstances of a deliverable not being submitted within the terms and conditions of the agreement, the sponsor can declare a breach of contract and refuse to pay the invoice. Therefore, it is extremely important for the Principal Investigator to request an extension of time to submit the deliverable to the sponsor or request the invoice be submitted for payment independent from acceptance of the deliverable. The Principal Investigator must notify Research Accounting when the deliverable cannot be submitted on time and/or when the deliverable schedule has been modified.

Rare or Extreme Circumstances:

Under circumstances where the sponsor has not accepted a deliverable and will not authorize the release of research funds to satisfy a deliverable-based invoice, the Principal Investigator must notify Research Accounting. The Principal Investigator will meet with Research Accounting, Sponsored programs, and the Deputy Counsel, if necessary, to resolve any unmet contractual issue.

In the event that a deliverable-based invoice is not paid by the sponsor, the guidelines listed in the Policy on Unreimbursed Costs on Contracts and Grants must be followed (<http://www.fau.edu/research/ocg/procedures/Unreimbursed-Costs-Policy.php>).

**V. Procedures**

Research Accounting will issue the following email notifications to the Principal Investigator’s departmental budget coordinator and/or college business manager:

Notifications	Time Frame
Research Accounting Datasheet - identifies the invoice and report requirements and contains a comment and special note section for deliverables.	When the award is setup/established.
A close out reminder is distributed when the award is expiring within 60 days of the end date.	60 days prior to the end date of the award.

The Principal Investigator will notify the sponsor and their Research Accounting Analyst when deliverables are submitted and accepted so that invoices can be completed in a timely manner. The Research Accounting Responsibility Grid listing the names of the Research Accounting Analyst by sponsor is available at <http://www.fau.edu/research/ocg/aboutocg/files/contacts.doc>.

Research Accounting will submit the deliverable invoice in accordance with the terms and conditions of the award.

In the event that deliverables are not met and the Principal Investigator has not notified Research Accounting, the following series of events will occur:

Steps	Time Frame
An email notification initiated by Research Accounting will be distributed to the Directors of Research Accounting and Sponsored Programs, College Administrator (Business Manager), Department Chair and College Dean advising them of the past-due deliverable.	7-days overdue
The Directors of Research Accounting and Sponsored Programs will determine if the project will be placed on "HOLD." This status will prevent any future expenses (payroll and non-payroll) from being posted to the grant until the deliverable is submitted and accepted.	30-days overdue and no resolution

## **VI. Definitions**

Award	Financial assistance that provides support or stimulation to accomplish a specified purpose. Awards include grants and other agreements in the form of money by the federal government, state, local government or private organization to an eligible recipient.
Deliverable	The completion of a significant event, report, or task defined by the sponsor that is submitted within a specified time period outlined within the terms and conditions of the award.
Non-salary Costs	For purposes of this policy, non-salary costs are supplies, professional fees, travel, equipment and other non-payroll expenditures.
Salary Costs	For purposes of this policy, salary costs are payroll expenses for all classes of employees including students and OPS (salary and benefits).
Terms and Conditions	For purposes of this policy, terms and conditions are the legal obligations agreed upon by Florida Atlantic University and the sponsoring agency.

## **VII. Accountability**

Principal Investigators are responsible for notifying Research Accounting of completed deliverables. In addition, Principal Investigators and their designated college are accountable for expenses incurred but not funded due to non-compliance with the agreed upon terms and conditions of the award.

Research Accounting is responsible for submitting deliverable invoices based upon the terms and conditions of the award.

**VIII. Annual Review of Procedures Manual**

The Deliverable Invoice Policy will be reviewed annually.