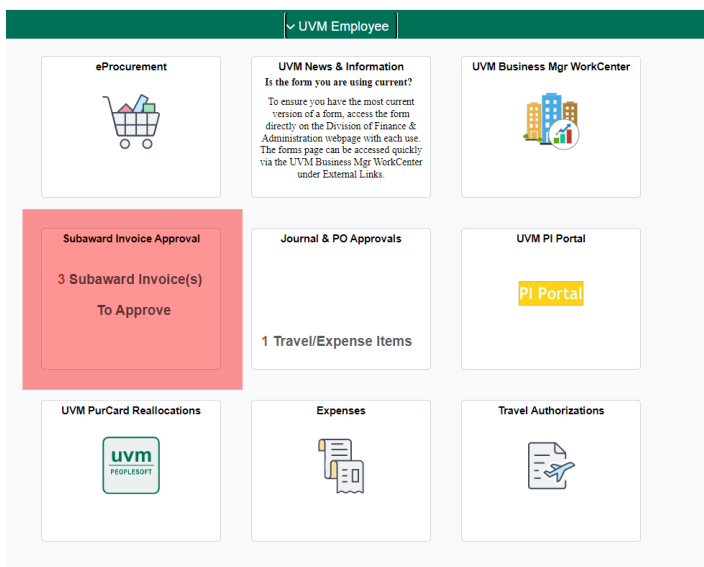


Subrecipient Invoice Review and Approval for Principal Investigators and Project Managers

UVM Project Managers and/or Principal Investigators are responsible for review and approval of the subrecipient invoices to ensure that the invoice costs agree with the scope of the sub project and to confirm that the programmatic goals are being met. Prior to PI review, all subinvoices are reviewed by SPA Financial Analysts who ensure they are prepared according to the terms of the subagreement.

PIs/Project Managers will receive a PeopleSoft generated email when the subinvoice is ready for their review. Follow the steps below to review and approve or deny a subrecipient invoice.

1. Log into PeopleSoft Financial Module.
2. Click on the Subaward Invoice Approval tile, which will appear in the Home screen when invoices are in your queue.



3. The pending subinvoices will be displayed in the following screen. Select the first invoice for review from the displayed list by clicking on the orange Review & Approve/Deny button.

Subaward Invoice Dashboard

Designated Approver (Last, First or Partial) Department

Project Manager (Last, First or Partial) SPA Financial Analyst ID

PS Award ID

PS Project#

Principal Investigator (Last, First or Partial)

Subrecipient ID

Subrecipient Name (Partial)

Subaward Invoice Status

Invoice Number

Invoice Period From Through

Subaward Invoices										Personal
Invoice	PO Number	UVM Award ID	Project #	SPA Financial Analyst	Designated Approver	Subrecipient	Subaward Invoice Status		Invoice Date	Invoice Amount F
1	12345	0000192977	000034268	038948	Lalumiere,Sue E.	State of West Virginia	Pending PI/Designee Approval	<input type="button" value="Review & Approve/Deny"/>	01/01/2022	\$50,000.00
2	GM00071540-19	0000192979	000034268	038954	Lalumiere,Sue E.	University of Delaware	Pending PI/Designee Approval	<input type="button" value="Review & Approve/Deny"/>	05/01/2022	\$878.12
3		0000192954	000034268	038948	Lalumiere,Sue E.	University of Massachusetts	Pending PI/Designee Approval	<input type="button" value="Review & Approve/Deny"/>		\$0.00

- Review the subinvoice details in the pop-up screen; to download the invoice, click on View Subaward Invoice Documents button. Note any comments from SPA in the SPA Comments for Approver box.
- Insert Designated Approver Comments if applicable. No comment is generally needed when approving an invoice.

Review Subaward Invoice
X

[Help](#)

UVM Award 000034268

Primary Sponsor National Inst Food Agriculture/NIFA/USDA

UVM Project 036954

Principal Investigator

Subaward ID 000034268SUB036954 University of Delaware

PO Number 0000192979 [Click here to see PO Details](#)

Subaward Invoice Details Find | View All First 1 of 1 Last

Invoice GM00071549-19	Subaward Invoice Status Pending PI/Designee Approval
Invoice Date 05/01/2022	Total Amount Paid To Date \$0.00
Invoice Period From 04/01/2022	Total Cost Share Paid To Date \$0.00
Through 04/30/2022	Current Invoice Amount \$879.12
Final Invoice?: <input type="checkbox"/>	Current Invoice Cost Share \$0.00

View Subaward Invoice Documents

SPA Comments for Approver

PI/Designated Approver Comments

Approve
Deny

By approving the attached invoice for payment I am certifying to the following:

- The costs presented in the invoice are reasonable and appropriate for the work performed to date.
- All reports and deliverables required to date have been received, as required by the terms of the subaward
- If Final Invoice, I confirm the subrecipient made sufficient progress and all Final reports and deliverables have been received and accepted, as required by the terms of the subaward.
- The services have been received and I authorize the Disbursement Center to process this invoice for payment.

Return

- Approve the invoice to send it for payment OR deny the invoice to send it back to Sponsored Project Administration. Enter notes that explain why the invoice is being rejected.
- Select Return at the bottom of the screen to return to the Subaward invoice listing for additional invoice approvals.