SUBRECIPIENT MONITORING

High-Risk Invoice Document Check
High-Risk Billing Requirements

Subrecipient Invoice Template
  – New subawards or amendments beginning in FY 2020

Supporting Documentation
  – Detailed Transaction Listing
  – Labor Detail

High-Risk Subrecipient Invoice Checklist (for departments)
  – New subawards or amendments beginning in FY 2020
GFO High-Risk Invoice Document Check

Subrecipient Invoice Template

- Invoice Billing Period (not greater than three months)
- Expense Categories
- Current Period and Cumulative Costs
- Signed Certification Statement
- Exchange Rate (foreign subrecipients)
- Detailed Transaction Listing
- Labor Detail
- High Risk Invoice Checklist
Invoice cost moved to continuation account

No expense categories on invoice
No cumulative costs on invoice
No signed certification statement
Exchange rate calculated incorrectly
Labor detail missing or inadequate
Transaction listing missing or inadequate

Any high-risk invoice approved without the required information or adequate documentation will be moved off the grant account until resolved
Questions?

https://research.iu.edu/awards-agreements/subrecipient-monitoring/index.html

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