

The Grant is Here! Now What? Part I - Best Practices for Financial Management

Stanlyann Alteon – RFA

Cedric Miller – RFA

Nancy Bynoe – Subaward Manager

NU-RES Conference 2022



**Northeastern
University**

Objectives

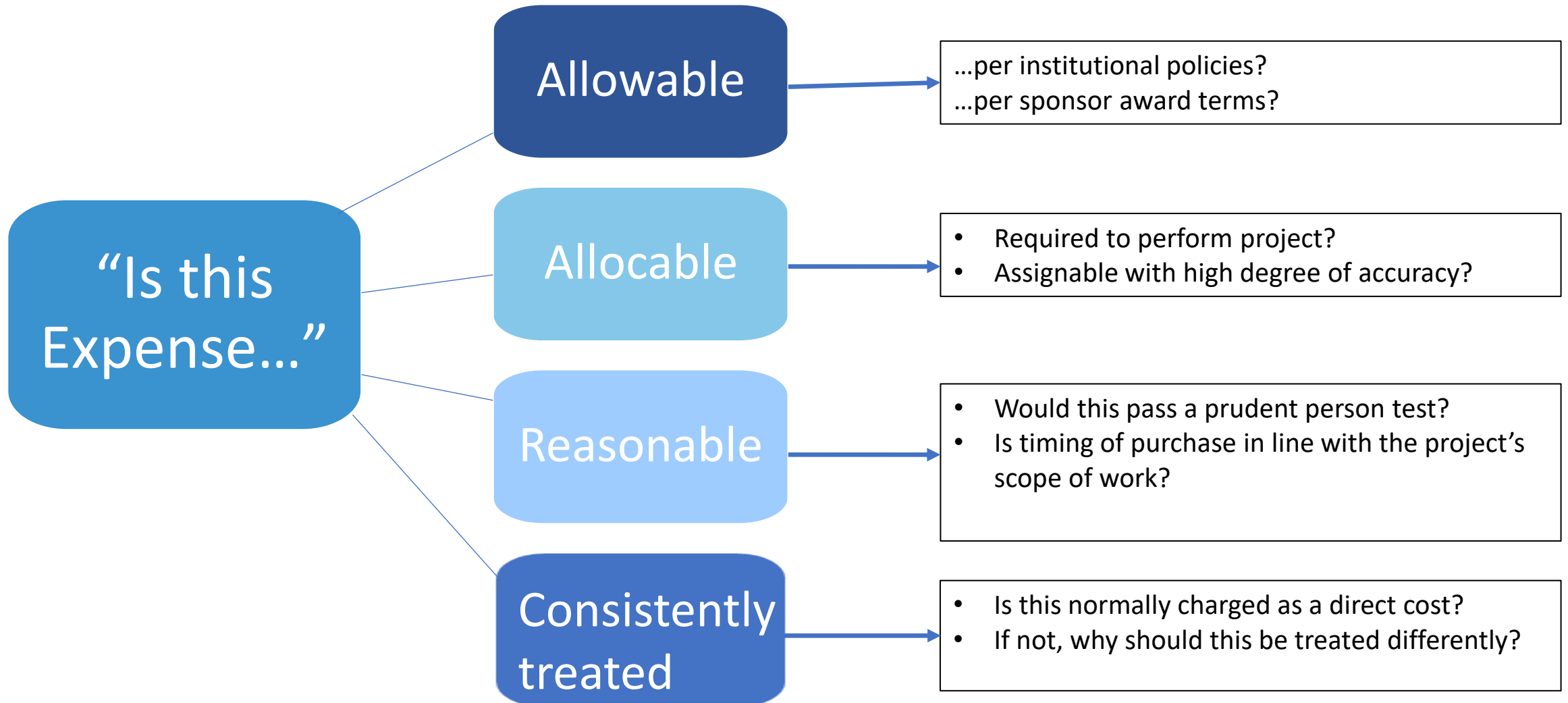
- To provide a refresher on UG cost principles
- To provide insight on the best practices used when processing an expenditure:
Journal Vouchers, Cost Transfers, Vendor Payments (Direct Pay Forms), and PO Requisitions
- Overview of outgoing subaward issuance process
- Overview of subrecipient invoice process
- Roles and responsibilities around subrecipient risk assessment and monitoring



NU-RES Finance Team Matrix

Activity	Research Finance Analyst (RFA)	Senior Compliance Specialist	Research Account Analyst (RAA)	Cash Management Team
Award Setup in Banner	X		X	
Expense Compliance Reviews: -Journal Vouchers -Cost transfers -Vendor Payments (Direct Pay Forms) -PO Requisitions	X			
-Concur Statements & Reimbursements -Payroll Distribution Changes -Summer Salary (Period Activity Pay)		X		
Research Annual Certification		X		
Financial Reporting	X			
Invoicing & Letter of Credit (LOC) Draws			X	
Payments & Collections			X	X
Closeouts	X		X	X

Allowability for Direct Costs



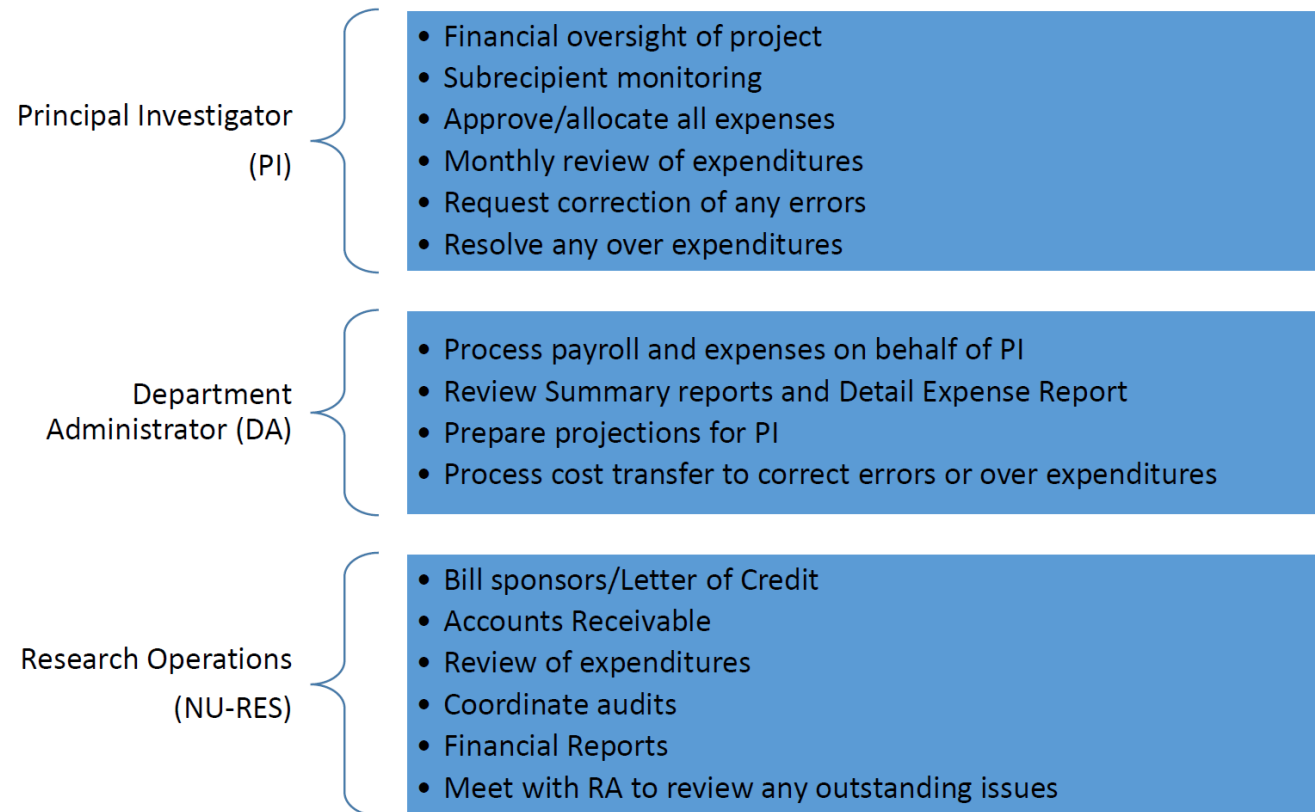
Areas of Scrutiny

- **Travel**
 - No alcohol allowed on sponsored awards
 - Meals should have an itemized receipt
 - Fly America Act
- **Equipment**
 - Be mindful of purchases towards end of project
- **Participant Support Costs**
 - Must be tracked separately (think child funds!)
 - Generally not full time NU employees
 - Are not human subject payments
- **Indirect Costs (F&A Costs)**
 - Administrative salary support
 - General office supplies



Managing Research Projects

Roles & Responsibilities – Financial Management



Direct Pays (DPAYS)

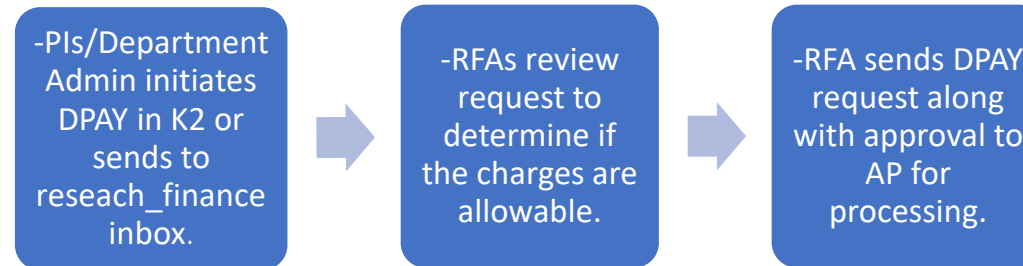
Purpose: To pay vendor invoices that are <\$5000 (i.e. vendor does not exist in Banner and NUCard isn't accepted), issue trainee stipends, subject payments, consultant payments. NU-RES Finance reviews all DPAY requests that include charges allocated to sponsored projects (funds 5xxxxx).

Types of DPAYS:

- Domestic (*Processed through K2's Vendor Payment Requests*)
- International (*Paper Dpay via email: research_finance@northeastern.edu*)


The workflow involves **Three Levels** of approval:

1. Division
2. NU-RES
3. Accounts Payable



Required Documentation - DPAYS

Domestic DPAY

- Copy of vendor's invoice*
- W-9 form * 
- Professional Services Agreement (if needed)
- *Processed through K2's Vendor Payment Requests*

International DPAY

- Direct Pay Form *
- Copy of vendor's invoice *
- Vendor's international banking information *
- International Supplier Registration Form *
- *Processed through paper DPAY via email*

*Forms that are required for *each* DPAY submission

Example - DPAY


Northeastern University Accounts Payable Office (TTHU - 820) ext. 2652

DIRECT PAY REQUEST (DPAY)

Instructions

PLEASE STAPLE THIS FORM TO FRONT OF INVOICE (if available)

STOP

Could this purchase be paid for with a corporate Amex card? (<  >)
rather than this DPAY request?

The Accounts Payable (AP) office must process international payment requests through a 3rd party software. In order to ensure an efficient and timely payment process, the following documentation is required for EACH international payment request:

1) Direct Pay Form (DPAY)

a) Vendor Name and Address
b) Vendor Invoice and Request Code
c) Payment Amount in Requested Currency (Euro, Canadian \$, etc.)
d) Necessary departmental approval/signature
e) Payment will be electronically wire transfer or paper draft in electronic note

2) Invoice From Payee

a) Please provide a description of goods/services provided if necessary
b) Payee's International Banking Information
c) Bank Name and Address
d) SWIFT Code
e) IBAN number Account Number
f) IBAN is required for all European payments

Please note: Additional banking information may be asked in some instances. e.g., UK vendors may require a sort code and Canadian vendors may require a transit code.

3) International Tax Form

a) International Supplier Registration Form

PLEASE NOTE:
THE UNIVERSITY DOES NOT WIRE PAYMENTS IN USA DOLLARS TO USA BANKS

PLEASE NOTE: INCOMPLETE FORMS WILL NOT BE PROCESSED AND WILL BE RETURNED TO YOUR DEPT

International Currency and/or International Bank Wire Request

VENDOR NAME: XXXX
ADDRESS: XXXX
CITY: XXXX STATE: XXX Zip: XXXX

INVOICE #: XXXX INVOICE DATE: XXXX

INDEX and ACCOUNT CODE	GROSS \$ AMT	DISC.	NET \$ AMT
5XXXX-7XXXX	\$123.00		\$123.00
TOTAL NET \$ AMT-->			\$123.00
DUE DATE:			6/8/22
DEPT. APPROVAL: [Signature]		DATE: 6/8/22	
COMPLIANCE CHECK: [Signature]		DATE:	

If no invoice attached, then please provide a description of goods/services provided (below).
Banking details located at the bottom of invoice

Payee is a Foreign National and I have confirmed that their immigration status allows for this payment.
The payee's VISA status is:

>>>>>ONE DPAY MUST BE COMPLETED FOR EACH INVOICE!<<<<<

Northeastern University

Vendor Payment Request

This form should only be used for the following payment requests (USA currency)

- Vendor payment that is not supported by a Purchase Order in Banner. A vendor is defined as a company/person that provides supplies and/or services.
- Payment of a Fellowship/Stipend/Participant Cost/Subject Money to a student
- Payment of an Honoraria and Speaker Fee
- Payment of a Royalty to an employee

[Help](#)

Please note that one request must be submitted for one invoice. You cannot include multiple invoices in your request, and separate requests must be submitted for cr...

Vendor Information

Vendor ID [Search for Vendor](#) (Must search for vendor before creating new)

Vendor Name *

Address *

Address Line 2

City * State * Zip *

One Payment Request Per Invoice

Invoice Number * Type a value (letters and numbers only, no spaces) Invoice Date * Select a date date (d)

Credit Memo ☐

Comments for AP Required if invoice not attached

Commodity Description (will appear on check) max 30 characters

Please click the Apply button to lock in your data when all rows are complete.

+ Add - Edit X Delete Apply

INDEX*	ACCOUNT CODE*	ACTIVITY CODE	LOCATION	AMOUNT*	DIVISION	DIV APPROVER
No items to display.						
\$0.00						

Attachments

+ Add - Edit X Delete Apply

ATTACHMENT TYPE	ATTACHMENT FILE
No items to display.	

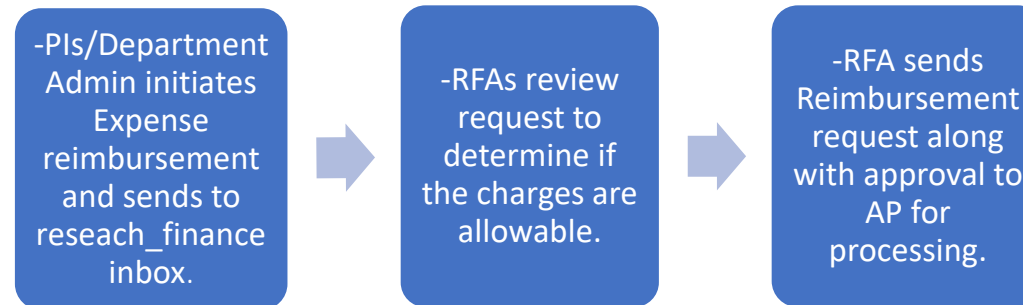
[Submit](#)

Expense Reimbursement Vouchers

Purpose: Reimburse non full-time employees or students for expenses incurred on behalf of the University. NU-RES Finance reviews all expense reimbursement vouchers that include charges allocated to sponsored projects (funds 5xxxxx).

The workflow involves **Three Levels** of approval:

1. Division
2. NU-RES
3. Accounts Payable



Required Documentation – Expense Reimbursement

- Expense reimbursement voucher worksheet
- Itemized receipts for all expenses \$75 and more
- Recorded explanation for charges under \$75
- Relevant exchange rates for international travel

Example - Expense Reimbursement

Accounts Payable 320 Renaissance Park (617) 373-2652 phone (617) 373-8338 fax			
Expense Reimbursement Voucher			
Today's Date:		Non-Employee Name:	
Employee / Student Name:		Home Address:	
NU ID # (REQUIRED):		NU ID # (if applicable):	
Campus Address / Phone Ext.:		Did you travel or have a meal at the expense of the University?	
Did you travel or have a meal at the expense of the University?		Did you make a non-travel purchase at the expense of the University?	
Travel Expenses (complete blue font area below)		Non-Travel Expenses (complete green font area below)	
Destination:		Description:	
Dates of Travel:		Date of Expense:	
Purpose:		Purpose:	
(continued from above)		(continued from above)	
SUMMARY OF EXPENDITURES			
	INDEX	ACCOUNT CODE	OUT OF POCKET EXPENSES
Air Fare		73021	
Train Fare		73022	
Bus Fare		73023	
Off Campus Registrar		73024	
Mileage		73025	
Auto Rental		73026	
Lodging		73027	
Meals		73028	
Other Items (Misc)		73313	
Seminar Registration		74310	
Non-Travel Expenses			
Non-Travel Expenses			
Non-Travel Expenses			
TOTAL			
EXPENSES			
APPROVALS			
Send this form to AP with ORIGINAL RECEIPT(S) ATTACHED. Itemized Receipts are recommended for all expenses BUT REQUIRED for all expenses of \$75 or more. Please provide business purpose of expenses and names of others covered by these expenses on page 2.			
Division of this document is required for each Expense Reimbursement Voucher - signature of funding source			
Employee/Non-Employee	signature	Date:	
I certify that this report is a true and accurate accounting of expenses incurred in connection with authorized University travel. If funded by a grant or contract, I further certify that these expenses comply with the applicable cost principles and regulations of the sponsoring entity.			
Division of this document is required for each Expense Reimbursement Voucher - signature of funding source			
Next Level Supervisor*	signature	Date:	
Funding Approval (within department)	printed name	signature	Date:
* Signature of employee's next level manager (or their delegate) required. RAP approval needed for all grant-funded travel.			
PLEASE NOTE			
Under IRC sections 52(a)(2) and 52(c), reimbursements for travel that meet established tests for an ACCOUNTABLE PLAN, are not subject to employment taxes (Federal income taxes, Social Security and Medicare). The following are the three requirements for an accountable plan:			
1. There must be a business connection and the expense must be reasonable.			
2. There must be reasonable accounting for the expenses.			
3. All excess reimbursements must be repaid in a reasonable time (only pertinent for proceeds with ATM access).			
Travel expense vouchers should be turned into AP within 30 days of occurrence. Payment will be made within 5 business days if voucher is complete.			

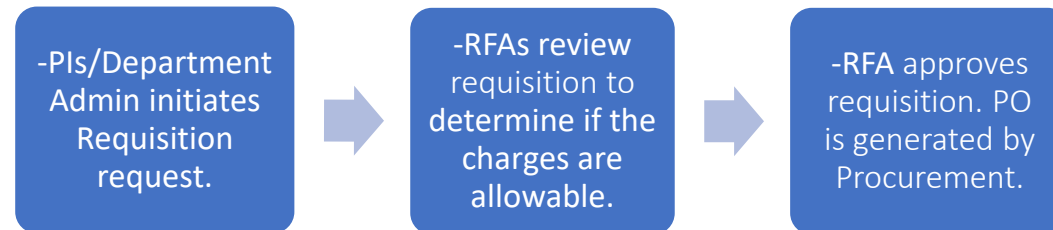
DATE	DESTINATION (please abbreviate)	AIR FARE	TRAIN FARE	BUS FARE	TAXI	MILEAGE EXPENSE (includes gas, maintenance & depreciation costs)	AUTO RENTAL	LODGING	MEALS			OTHER ITEMS (MISC) see below	SEMINAR REGIST.	TOTAL EXPENSES
From-To	To-From								BREAK FAST	LUNCH	DINNER			
						\$ 0.00	\$ 0.00							\$ 0.00
						\$ 0.00	\$ 0.00							\$ 0.00
						\$ 0.00	\$ 0.00							\$ 0.00
						\$ 0.00	\$ 0.00							\$ 0.00
						\$ 0.00	\$ 0.00							\$ 0.00
						\$ 0.00	\$ 0.00							\$ 0.00
						\$ 0.00	\$ 0.00							\$ 0.00
						\$ 0.00	\$ 0.00							\$ 0.00
						\$ 0.00	\$ 0.00							\$ 0.00
						\$ 0.00	\$ 0.00							\$ 0.00
TOTAL EXPENSES		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
ACCOUNT		73021	73022	73023	73024	73025	73026	73027	73028	73028	73028	73030	74310	
													Total Travel expenses	\$ 0.00
A completed W9 form (Domestic) or International Supplier Registration form (International) is required for all new payees (not yet paid via Banner).														
Explanation of Other Items(Misc):														

Self Service Banner (SSB) Requisitions

Purpose: To request Purchase Orders for domestic supplies, consultants, ad-hoc services, etc. NU-RES Finance reviews requisition requests that include charges allocated to sponsored projects (funds 5xxxxx).

The workflow involves **Three Levels** of approval:

1. Division
2. NU-RES
3. Procurement



Self Service Banner (SSB) Requisitions Example

Step 1: Log in to [myNortheastern](#). Go to Services & Links, then select Banner Finance (SSB). Click on Finance.

Step 2: Click on Requisition and begin process.

1) **Northeastern University**

Employee and Students **Finance**

Search

Finance

- Budget Queries
- Encumbrance Query
- Approve Documents
- View Document
- Budget Transfer
- Multiple Line Budget Transfer

2)

Requisition Header

Requisition	Order Date	Trans Date	Delivery Date	Print Date	Total
R0078864	Dec 07, 2020	Jan 12, 2021	Dec 07, 2020		9,204.00
Origin:	SELF_SERVICE				
Complete:	Y	Approved:	N	Type:	Procurement
Cancel Reason:				Date:	
Requestor:			143000	Khoury	
Phone Number:					
E-mail:					
Accounting:	Document Level				

Requisition Commodities

Item	Commodity	Description	U/M	Qty	Unit Price	Ext Amount	
				Disc	Addl	Tax	Cost
1		Computer workstation	EA	1	9204	9,204.00	
				0.00	0.00	0.00	9,204.00
Total:						9,204.00	

Requisition Accounting

Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSFSusp	NSFOvr	Susp	Amount
1	N	21		5	143070	73005	2010				N	N	N	9,204.00
Total of displayed sequences:														9,204.00

Red Flags/Concerns

Timing

- Is the payment request occurring more than 12 months from the invoice date?
- Near the end of the award/budget period?
- Near the end of the fiscal year?

Budget

- Is the index in a deficit?
- Does this expense identify with the specific sponsor project?
- Was this expense budgeted in the original proposal?
- Costs that are IDC excluded should be charged to specific codes

Justifications/Backup

- Is there an explanation?
- Does it explain how the expense benefits the project?
- Are there receipts/backup for the expenditures posted?
- Was prior approval needed? *Ex: Restricted categories – capital expenditures*



Cost Transfers

Purpose: A cost transfer is a reassignment of an expense between cost centers (from one project/fund to another). Cost transfers may be needed to correct a clerical error on an original charge or to correct the allocation assignment of an expense.

Key Points:

- Cost Transfer requests are submitted in the K2 Workflow.
- Requests should be made promptly using the Cost Transfer Form and must contain supporting documentation and justification sufficient to stand the test of a formal audit.
- Transfer that are beyond 90 days of the original transaction date require additional justification.
- Frequent, late, and inadequately explained transfers – especially those involving projects with cost overruns or unexpended balances – raise concerns about the propriety of the transfers and call internal controls into questions during audit.

Cost Transfers

When cost transfers are moving expenditures onto projects, it is critical that the transfer meet the rules of allowability. The following are considered during the review process:

1. Is the project/fund active? Are funds available?
2. Does the request provide a clear explanation as to how the expense benefits the receiving project?
3. Are these costs allowable according to the award's terms and conditions?
4. Are they reasonable and do they meet the four key cost principles?

Other general requirements:

- ➔ Debit/credit amounts, fund/index numbers, and account codes are accurate.
- ➔ Cost Transfer Form is complete and signed.
- ➔ Backup documentation showing the original charges in Banner is included.

Cost Transfer Journal Voucher

Moving Costs To A Sponsored Project

(K-2 Workflow)

Journal Voucher Form
Supporting Documents (1)
Audit

Submitted By: Smith, John
Level I Approval: _____
Level II Approval: _____

Departmental Approval Date:
May 24 2022 6:30PM

Central Finance/Research Finance Approval:

Central Approval Date:

Document #: K0000000
Total: \$38,325.52
Transaction Date:

Is this a Cost Transfer to a sponsored progra... ☒ Yes ☐ No

Cost Transfer Form: G1234 512000 JV Cost Transfer Form.pdf
(PDF File)

Original Transaction Date: 3/31/2022

+ Add - Delete ↻ Refresh

DEBIT				CREDIT				
#	INDEX	FUND	ACCOUNT	AMOUNT	INDEX	FUND	ACCOUNT	AMOUNT
1	512000 - NSF/ABC-123...	512000	73304-ScientificSupplies	\$19,162.76	1	300000 - Dept OH Account	300000 73304-ScientificSupplies	\$19,162.76

#	BANNER REFERENCE (35 CHARACTER LIMITATION)	BANK REFERENCE (REQUIRED FOR BANK JVS)	BANK DATE (REQUIRED FOR BANK JVS)	DETAILED EXPLANATION (OPTIONAL)
1	<u>Move lab supplies to correct fund</u>			<u>Allocate lab supplies to new grant fund</u>

Other Transfer via Journal Voucher

Funding Cost Share Index

(K-2 Workflow)

Journal Voucher Form Supporting Documents (1) Audit

Departmental Approval Date:

Submitted By: Jan 27 2022 11:33AM

Level I Approval:

Level II Approval:

Central Finance/Research Finance Approval:

Central Approval Date:

Document #: K0000000

Total: \$584,392.00

Transaction Date:

Is this a Cost Transfer to a sponsored progra... ☐ Yes ☒ No

+ Add

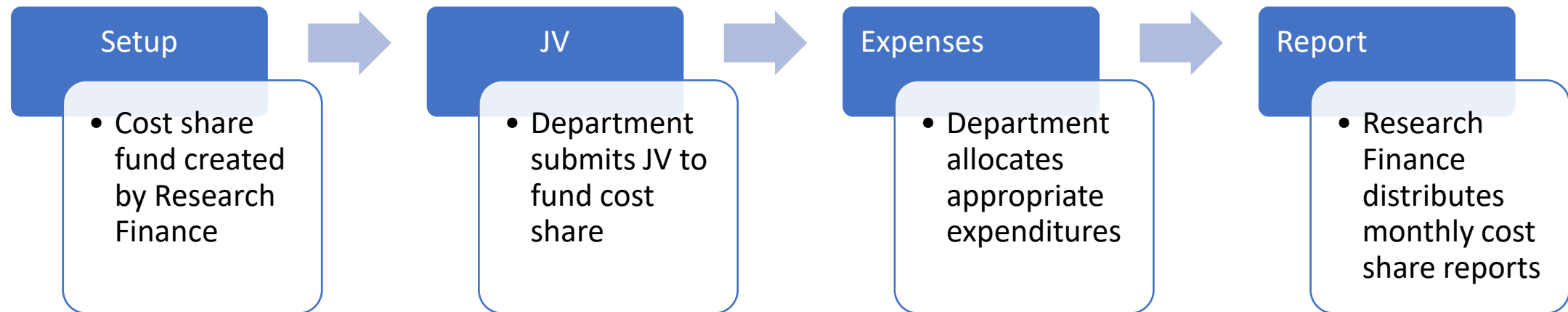
✕ Delete

↻ Refresh

DEBIT				CREDIT				
#	INDEX	FUND	ACCOUNT	AMOUNT	INDEX	FUND	ACCOUNT	AMOUNT
1	300000 - Dept QH Account	300000	80205-TransfertoSpons...	\$292,196.00	1	508000 - DEN/1234 CS...	97400-Fundtransferad...	\$292,196.00

#	BANNER REFERENCE (35 CHARACTER LIMITATION)	BANK REFERENCE (REQUIRED FOR BANK JVS)	BANK DATE (REQUIRED FOR BANK JVS)	DETAILED EXPLANATION (OPTIONAL)
1	Fund G1234 508000 Cost Share			Department funding for mandatory cost share on G1234

Cost Share - Internal Process at Northeastern



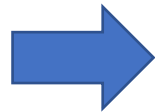
Tracking Cost Share at Northeastern

Cost Share Report

Division: ABC College
Fiscal Period: October
Fiscal Year: FY22

Organization Description	Division Description	Grant Code	Fund Code	Fund Description	Cost Share Budget	ITD Expenditures	Cost Share Amount Funded	Cost Share Amount Due	Fund Budget End Date	Fund Level 4 Code	Fund Status	Comments
Department DEF	ABC College	G0000XXXX	5#####	SPONS/Award ###-CS/Washington, G.	\$53,271.15	\$53,268.98	\$53,213.00	\$55.98	9/30/2020	B61000	A	
Department DEF	ABC College	G0000XXXX	5#####	SPONS/Award ###-CS/Adams, A.	\$12,500.00	\$7,500.00	\$7,500.00	\$5,000.00	8/31/2022	B61000	A	
Department DEF	ABC College	G0000XXXX	5#####	SPONS/Award ###-CS/Jefferson, T.	\$19,030.57	-	-	\$19,030.57	1/31/2022	B61000	A	
Department GHI	ABC College	G0000XXXX	5#####	SPONS/Award ###-CS/Madison, J.	\$214,284.00	\$214,426.84	\$214,284.00	\$142.84	9/30/2020	B61000	A	
Department GHI	ABC College	G0000XXXX	5#####	SPONS/Award ###-CS/Monroe, J.	\$84,460.00	\$21,896.50	\$18,759.00	\$65,701.00	12/31/2021	B61000	A	
Department JKL	ABC College	G0000XXXX	5#####	SPONS/Award ###-CS/Adams, J.	\$38,224.00	\$38,168.70	\$38,168.70	\$55.30	9/29/2021	B61000	A	
Department JKL	ABC College	G0000XXXX	5#####	SPONS/Award ###-CS/Jackson, A.	\$2,280.08	\$871.16	-	\$871.16	7/31/2020	B61000	A	
Department JKL	ABC College	G0000XXXX	5#####	SPONS/Award ###-CS/Van Buren, M.	\$64,621.00	\$43,302.62	\$43,302.61	\$0.01	2/28/2021	B61000	A	
Department MNO	ABC College	G0000XXXX	5#####	SPONS/Award ###-CS/Harrison, W.	\$36,722.00	\$24,292.00	\$24,302.39	\$12,419.61	11/30/2021	B61000	A	
Department MNO	ABC College	G0000XXXX	5#####	SPONS/Award ###-CS/Tyler, J.	\$25,110.00	\$16,873.92	\$16,873.89	\$8,236.11	12/31/2021	B61000	A	

- ✓ The monthly Cost-Share Funding Report is distributed to each Division on a monthly basis.



- ✓ Report contains full listing of Active cost share Funds. NEU Cost Share Fund Numbers (Numbers are exclusively for Cost Share). Example: CS/ **509004**.

- ✓ Includes budget, actuals, and amounts transferred

Cost Share Takeaways

- If a cost share fund is established, the expectation is that the cost share amount should be met by the department. Cost share is contractual agreement between the university and the sponsor.
- Cost share expenditures are reportable to sponsors through both financial reporting and invoicing channels.
- Receiving funding transfers from departments is necessary to cover the expenditures and lead to a timely closeout.
- If the cost share is not met as outlined in the award agreement, the sponsor can refuse payment of an invoice until the cost share obligation is met.

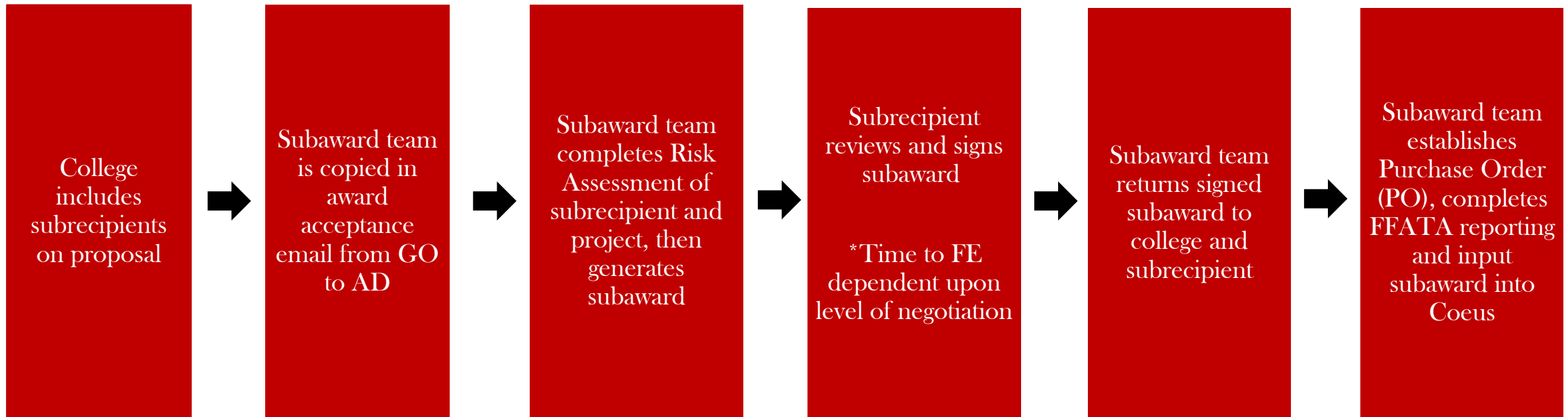
Subaward Management



**Northeastern
University**

Subaward Issuance

A **subaward agreement** is a formal written contract made between NU and another institution or organization to perform an intellectually significant portion of NU's SOW (Statement of Work) under a NU sponsored project.



Initiating Subawards

- An eCLAWs record will be created for subaward, accessible to the college administrators and NU PI
- If an updated budget or Scope of Work is needed, Subaward team will request these from College Administrator and PI
- Depending on the funding agency, any additions of or changes to subrecipients may require prior approval from sponsor
- Subaward team performs **Risk Assessment** and before issuing subaward

Exceptions: College initiated subawards include: subawards not named at time of proposal and/or programmatic changes (PI change, budget changes etc.) – college admins should create an eCLAWs record for these instances

Risk Assessment

Subaward team evaluates each subrecipient entity and each subaward, irrespective of funding agency

Subrecipient Entity Assessment

- Performed annually;
- Review subrecipient's single audit for compliance with financial regulations;
- Check publicly available resources to determine if subrecipient has had any documented compliance or performance issues;
- Focuses on determining if subrecipient will be good steward for funds

Project Assessment

NEW SUBAWARDS

- Look at project specifics to determine if the project is high risk
- Examples of high risk may include:
 - Ratio of outgoing funding vs award budget
 - Type of work, such as a clinical trial

RENEWALS

- The PI must affirm if the subrecipient is performing satisfactorily
- College should also look for any red flags, such as lack of invoicing
- PI and College should discuss issues with Subaward team



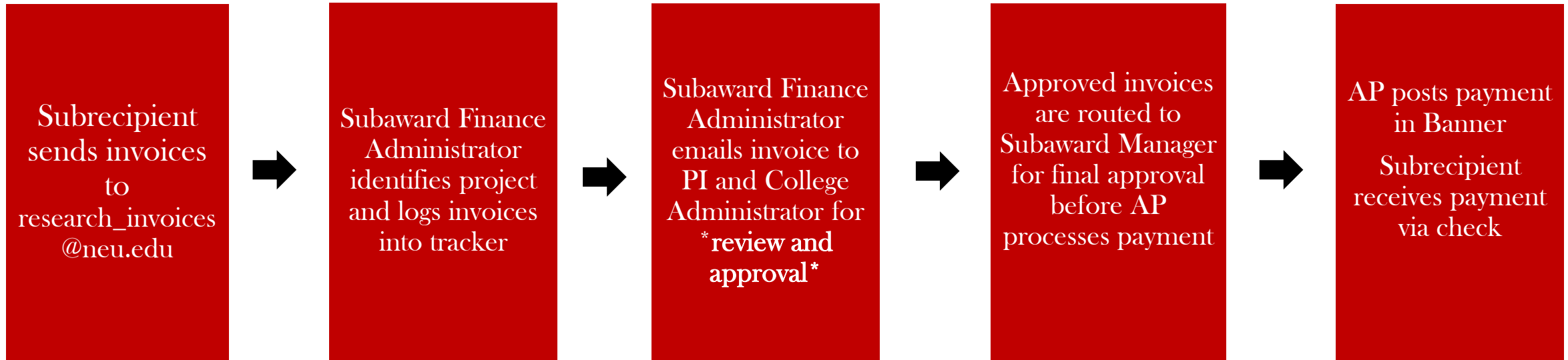
Subaward Process

- A new PO is created in Banner to pay invoices

GRANT INCEPTION TO DATE							Insert	Delete	Copy	Filter
Account	Type	Description	Adjusted Budget	Activity	Commitments	Available Balance				
78050	E	Res Sub-Contract 1	174,999.00	0.00	174,999.00	0.00				
78051	E	Res Sub-Contract 2	99,996.00	0.00	0.00	99,996.00				
78052	E	Res Sub-Contract 3	100,000.00	0.00	100,000.00	0.00				
78053	E	Res Sub-Contract 4	575,021.00	0.00	575,021.00	0.00				
78054	E	Res Sub-Contract 5	175,000.00	0.00	175,000.00	0.00				
78055	E	Res Sub-Contract 6	99,986.00	0.00	99,986.00	0.00				
78056	E	Res Sub-Contract 7	100,000.00	0.00	100,000.00	0.00				
78057	E	Res Sub-Contract 8	125,000.00	0.00	125,000.00	0.00				
78058	E	Res Sub-Contract 9	250,000.00	0.00	250,000.00	0.00				
78059	E	Res Sub-Contract 10	200,000.00	0.00	200,000.00	0.00				

- Once a subaward is fully executed, Subrecipients can invoice NU for expenses on their project.

Subaward Invoice Process



Closeout: Based on outreach from the GO, the Subaward Team contacts subrecipients to remind them to complete their final reports and submit final invoices within the timeframe specified in the subaward. Once final invoice is paid, PO is liquidated to remove remaining encumbrances, if any.

Subaward Invoice Review

College Administrator & PI Review	Subaward Manager Review
<ul style="list-style-type: none"> • Ensure the expenses are allowable per the subaward and the subaward budget. • Period of the invoice is within the budget period and there are no other invoices in that period • Amount does not exceed authorized budget • Look for unexpected expenses: • While the subrecipient often has authority to re-budget, the College / PI has the right to ask about the changes • Red flags: travel or capital equipment – confirm if in awarded budget • Verify with the PI that the work is proceeding as expected, that the subrecipient PI has been responsive / is providing reports, etc. 	<ul style="list-style-type: none"> • Review the general demographic information on the invoice. Ensure key business information is correct such as subaward number, dates, PI name etc. • The subrecipient's institutional official signature and the 2 CFR 200.415 statement must be on all invoices related to federally funded sponsored projects. • Ensure any required backup documents are included with the invoice, if required in subaward terms • Ensure the cumulative expenses do not exceed the total approved subaward budget. • Ensure the approval from PI matches invoice attached.



The Subaward Team

Nancy Bynoe – **Subaward Manager**

n.Bynoe@northeastern.edu

Julie Renkas – **Subaward Administrator**

j.Renkas@northeastern.edu

LeAnh Wong – **Subaward Finance Administrator**

l.wong@northeastern.edu



Subaward Management Key Takeaways

- Understand the steps involved of issuing outgoing subawards
- Understand the overall process of paying subrecipient invoice
- Understand roles and responsibilities around reviewing and approving invoices
- Meet your Subaward Team!

Useful Links

- **Policy on Costs for Sponsored Agreements:** https://cpb-us-w2.wpmucdn.com/sites.northeastern.edu/dist/b/620/files/2020/09/Policy_on_Costs_for_Sponsored_Agreements_rsa1.pdf
- **Policy on Cost Sharing:** https://cpb-us-w2.wpmucdn.com/sites.northeastern.edu/dist/b/620/files/2020/09/Policy_on_Cost_Sharing.pdf
- **Policy on Cost Transfer:** https://cpb-us-w2.wpmucdn.com/sites.northeastern.edu/dist/b/620/files/2020/09/Policy_on_Costt_Transfer.pdf
- **Research and Sponsored Programs Participant Payment Guidance:** <https://research.northeastern.edu/app/uploads/sites/2/2019/01/Participant-Costs-Cash-Management-Guidance-8-8-17Final.pdf>
- **Financial Monitoring of Sponsored Programs Guidelines:** <https://research.northeastern.edu/app/uploads/sites/2/2022/03/Financial-Monitoring-of-Sponsored-Programs-Guidelines.pdf>
- **Procurement Policy:** https://www.northeastern.edu/policies/Policy_on_Procure_to_Pay.pdf
- **Link to NU Travel Policy:** https://www.northeastern.edu/policies/pdfs/Policy_on_Travel_and_Expense_Reimbursement.pdf
- **Prior Approval Matrix:**
https://northeastern-my.sharepoint.com/personal/msg1790_northeastern_edu/Documents/Microsoft%20Teams%20Chat%20Files/FDP%20Prior%20Approval%20Matrix.pdf



Questions?



Thank You!

LVX

VERITAS

VIRTUS