



SAINT LOUIS
UNIVERSITY

— EST. 1818 —

SPONSORED
PROGRAMS
ADMINISTRATION

3700 West Pine Mall
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Outgoing Subaward Payment Process

GO Center or Contracts Team will upload in eRS the fully executed subaward agreement (FEA), which includes the Start and End Dates of the performance period, detailed Payment terms, as well as the invoicing requirements. Subawardees should invoice SLU according to the terms in the agreement. Usually SLU will issue payment within 30 days after the sub invoice is received, unless differently agreed in the subaward. We count on timely performance from the Go Center and/or department in their roles discussed below to meet this payment term.

- Once the FEA is in place, the Business Manager/Grant Specialist (BM/GS) at Go Center or department is responsible for the following steps. All of these must be completed before payment could be processed:
 - Please work with **Accounts Payable** (eseepay@list.slu.edu) to establish a Banner ID for the subawardee, if there is no existing Banner ID. Please make sure that the correct Remittance Address is added to the system.
 - Please work with **Lisa Zoia** (lisa.zoia@slu.edu, ext. 7-2394) to create a 742xxx account number for the subawardee, if there is no existing account.
 - Please submit the Budget Revision/Budget Request to eRS using the correct 742xxx account, so that the Grant Accountant at Sponsored Programs (SPA) could enter the budget for the subawardee.
 - Please note that the **742345 Uncontracted Subcontract** account is only supposed to be used for holding the budget before the subaward agreement is fully executed. After the FEA is in place, BM/GS is responsible to submit the budget revision on a timely manner to move the agreed budget amount to the 742xxx account assigned for the specific subawardee. Payments cannot be issued from account 742345.
- Upon receiving the sub invoices by invoices@slu.edu, SPA Financial Analyst (SPA FA) will initially review the invoice format to see if any required elements are missing. If so, SPA FA will contact the subawardee and/or the related SLU BM/GS to fix the issue. If there are no formatting issues, SPA FA will accept the invoice and log it in the SPA subaward invoice payment log.
- Upon receipt of sub invoices, SPA FA will contact BM/GS to obtain the [Subaward Invoice Approval Form](#).
 - The BM/GS will prepare the Subaward Invoice Approval Form and forward to PI with the invoice.
 - The SLU PI is responsible to review the invoice and make sure all the costs being billed are allowable. The purpose is to make sure that SLU PI is satisfied with the subawardee's work and expenditures, for the specific billing period of the invoice.

Higher purpose. Greater good.



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- The BM/GS can review the invoice for the PI for expense allowability, but the SLU PI is ultimately responsible for it.
- SLU PI/GO Center/department/SPA have the right to request any backup documents for the sub invoice from the subawardee, when deemed necessary. Subawardee is supposed to keep all the related backup on file and make those available for SLU to review, as agreed in the subaward agreement.
- After reviewing the invoice, the PI needs to sign and date the Subaward Invoice Approval Form. Electronic signature is acceptable.
- PI can delegate the signing authority to an appropriate person, if necessary. This must be done via the [Delegation of Authority Form](#). This form must be completed and uploaded in eRS Related Document section, before the other person can sign on behalf of the PI.
- After receiving the signed Approval Form, SPA FA will review the available budget, period of performance, and subawardee monitoring status. If everything is okay, SPA FA will create DPVs to issue payments. Approved DPVs will be submitted to Accounts Payable for final payment processing.
 - SLU has two weekly check runs on Wednesdays and Fridays.
 - Payments will be issued via paper checks, ACH payments, or international wire, depends on the information provided by the subawardee during their Banner ID setup.
 - All subaward invoices should be paid within 30 days of receipt by SPA, as listed in the subaward agreement.
- Additional process for the Final Invoice on fixed price subaward only:
 - Final Invoice/financial report should be received by SPA within 30 days after performance of service, unless differently agreed in the subaward agreement.
 - If there is no further Extension or Amendment on the current subaward, another form (in addition to the Sub Invoice Approval Form) will be needed to issue the **Final** payment: [Fixed Price Subaward Final Certification Form](#). This form needs to be signed by the Subawardee PI.
 - Upon receiving the Final invoice, SPA FA will contact BM/FS to confirm if there will be any further extension of the current subaward. If applicable, the BM/GS is expected to help fill out the Fixed Price Sub Final Cert Form and obtain signature from the Subawardee PI, then send it to SPA FA for further process.
 - If the subawardee already provided the equivalent Certification of Completion, in accordance with 2 CFR 200.201(b)(3), the above form is then not needed.
- SPA reserves the right to deny payment for late or non-compliant subaward invoices. Any questions please contact invoices@slu.edu, or Lei Tang (lei.tang@slu.edu, 7-2390).