



GCAAlert!

Yale University
Grant and Contract Administration
Grant and Contract Financial Administration
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GCFA Articles:

- Subrecipient Invoice Receipt and Processing
- Financial Closeout of Subrecipient Financial Activities
- Postdoctoral Fellow – Additional Compensation Update

Subrecipient Invoice Receipt and Processing

Grant and Contract Financial Administration (GCFA) along with Accounts Payable, YSM Financial Operations and the Shared Science Service Branch presented changes to subrecipient invoice receipt and processing at a Brown Bag on November 16, 2009. Significant changes include:

- Only two central points for receipt of subrecipient invoices – one at YSM and one at FAS;
- Invoices only need to include the two required signatures-Principal Investigator or designee and Business Administrator;
- Other required information is completed on the [SubAward Payment Form](#) email template;
- The signed invoice must be scanned and attached to the completed SubAward Payment Form email template, which is set up for automatic distribution to: subawards.invoicing@yale.edu.

For complete details see the *Brown Bag Luncheon Series: Subrecipient Invoicing* presentation located at: www.yale.edu/researchadministration/training. The SubAward Payment Form is located in the Toolkit found at: <http://www.yale.edu/grants/toolkit/>

Financial Closeout of Subrecipient Financial Activities

In order for Grant and Contract Financial Administration (GCFA) to support departments with on-going monitoring and closeout of financial activities associated with a subrecipient and to ensure that subrecipient invoices are received and posted to the general ledger, the following process change is being employed.

GCFA has created the [Subaward Reconciliation Form](#). This form can be found under the toolkit located at: <http://www.yale.edu/grants/toolkit/>. This form must be completed and submitted to GCFA along with the FSR for any prime awards with a subrecipient.

Ideally, all subrecipient invoices should be received within 60 days following the award end date, as specified in the subaward agreement, and posted to the general ledger before submission of the financial report to the prime sponsor. In cases where final invoices have not been received, GCFA will assist departments by contacting and working with the subrecipient in order to receive the invoice prior to submission of the financial report to the prime sponsor. Advance contact and communication with GCFA and completion of the form will aid in securing the proper documentation and reporting the correct information to the sponsor.

Postdoctoral Fellow – Additional Compensation Update

As indicated in the [Office of Research Administration September/October 2009 Vol.4, No.2](#) newsletter, supplemental guidance that helps answer the question, *Can a Post Doctoral Fellow also receive additional compensation?*, has been posted to the Policies and Procedures website. The guide is [3550 GD.01 – Postdoctoral Fellows: Sponsored Payments of Compensation, Augmentation of Stipends](#). Note that the earnings element referenced in the guide, *PDF Compensation*, is available in the Labor Distribution (LD) Module for immediate use.

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