

Invoicing Process Improvements

To: Business-Serv-L Listserv Members
From: Contracts & Grants Division and Office for Sponsored Programs
Re: Invoicing Process Improvements

As part of the Sponsored Projects Administration Business Process Improvement initiative, improvements have been made to the invoicing process to improve communication and reduce administrative burden for faculty and department administrators.

Now, on a case by case basis, continued invoicing of prime institutions will be allowed up to the granted budget while not exceeding the budget amount and grant period. This allows UGA to continue to receive funds that have been spent and the prime institution to avoid excessive fund balances on their books.

Additionally, departments will receive a Contracts and Grants (C&G) account control card and an Office for Sponsored Programs (OSP) award checklist in the awarding package email, which provides a synopsis of several key components pertaining to each award. Department contacts should now be receiving email copies of all invoices and reports, and will receive cost share updates (excluding effort) semi-annually. Through better communication and information sharing, faculty and departmental administrators will be able to better monitor expenses on a routine basis, leading to more efficient operations overall and potentially reducing adjustments at the end of the budget or project period.

For more information, contact your C&G or OSP representative. If you would like to see more information on this and other current and completed business process improvement initiatives, please click [here](#).