

<b>SUBJECT:</b> Deliverable Invoice Policy	<b>Effective Date:</b> 01/25/13	<b>Policy Number:</b> 10.5.6
	<b>Supersedes:</b>	<b>Page      Of</b>

In circumstances of a deliverable not being submitted within the terms and conditions of the agreement, the sponsor can declare a breach of contract and refuse to pay the invoice. Therefore, it is extremely important for the Principal Investigator to request an extension of time to submit the deliverable to the sponsor or request the invoice be submitted for payment independent from acceptance of the deliverable. The Principal Investigator must notify Research Accounting when the deliverable cannot be submitted on time and/or when the deliverable schedule has been modified.

**Rare or Extreme Circumstances:**

Under circumstances where the sponsor has not accepted a deliverable and will not authorize the release of research funds to satisfy a deliverable-based invoice, the Principal Investigator must notify Research Accounting. The Principal Investigator will meet with Research Accounting, Sponsored programs, and the Deputy Counsel, if necessary, to resolve any unmet contractual issue.

In the event that a deliverable-based invoice is not paid by the sponsor, the guidelines listed in the Policy on Unreimbursed Costs on Contracts and Grants must be followed. [http://www.fau.edu/research/docs/policies/research-accounting/unreimbursed\\_costs.pdf](http://www.fau.edu/research/docs/policies/research-accounting/unreimbursed_costs.pdf)

**V. Procedures**

Research Accounting will issue the following email notifications to the Principal Investigator’s departmental budget coordinator and/or college business manager:

Notifications	Time Frame
Research Accounting Datas-1.9(ch)-2.00(4)3.0at310.0 4698	

distributed to the Directors of Research Accounting and Sponsored Programs, College Administrator (Business Manager), Department Chair and College Dean advising them of the past-due deliverable.	
The Directors of Research Accounting and Sponsored Programs will determine if the project will be placed on "HOLD." This status will prevent any future expenses (payroll and non-payroll) from being posted to the grant until the deliverable is submitted and accepted.	30-days overdue and no resolution

**VI. Definitions**

Award	Financial assistance that provides support or stimulation to accomplish a specified purpose. Awards include grants and other agreements in the form of money by the federal government, state, local government or private organization to an eligible recipient.
Deliverable	The completion of a significant event, report, or task defined by the sponsor that is submitted within a specified time period outlined within the terms and conditions of the award.
Non-salary Costs	For purposes of this policy, non-salary costs are supplies, professional fees, travel, equipment and other non-payroll expenditures.
Salary Costs	For purposes of this policy, salary costs are payroll expenses for all classes of employees including students and OPS (salary and benefits).
Terms and Conditions	For purposes of this policy, terms and conditions are the legal obligations agreed upon by Florida Atlantic University and the sponsoring agency.

**VII. Accountability**

Principal Investigators are responsible for notifying Research Accounting of completed deliverables. In addition, Principal Investigators and their designated college are accountable for expenses incurred but not funded due to non-compliance with the agreed upon terms and conditions of the award.

Research Accounting is responsible for submitting deliverable invoices based upon the terms and conditions of the award.

**VIII. Annual Review of Procedures Manual**

