

Invoicing/Accounts Receivable; Award Modification; Rebudget Request(after the project is awarded); No Cost Extension Requests

Key: O = Ultimate Owner of the Process/Activity
P= Primary Contributor to the Process X = Contributor to the process

Invoicing/Accounts Receivable	PI and/or Co-PI(s)	Dept /College Staff	OSPAN	ORSP	Grants Accounting	Others (Purchasing, A/P, Contracts, Legal Counsel, COI)
Letter of Credit Draw					O/P	
Billing/Invoice expenditures Accounts Receivable		X			O/P	
Receive and deposit payments from sponsors				X	P	O - Treasurer's Office
Monitor and pursue the collections of overdue payments from sponsors		X			O/P	
Award Modification						
Initiate prior approval requests	O	X	P			
Negotiate (with sponsor) and process award modification			X	O/P	X	
Rebudget Request (after the Project is Awarded)						
Initiate rebudget requests	O	X	P			
Review and execute rebudget if sponsor approval is not required	X	X	P		O	
Review and negotiate rebudget request with sponsor if sponsor approval is required	X	X	P	O		
Post budget modifications in Workday to be reflected in Workday grant reports			X		O/P	
Modify monthly grant reports to accommodate budget revisions and changes to projections			O/P			
No Cost Extension Requests						
Initiate no cost extensions requests	O		P	X		
Submit no cost extension requests to sponsor				O/P		