

Office of Grants and  
Contracts

Margaux Johnson  
Brittany Vits

# Sponsored Projects FYE 2026

# Top Priority

- ◆ **Final invoices and Financial reports** due in June.
- ◆ **State Invoices Due July 15<sup>th</sup>**
- ◆ **Cost Transfers and Timing**
- ◆ **Vendor & Subcontract Invoicing**

→ JUNE 2026 ←

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				



# Final Invoices and Financial Reports

## Projects ending **April** with **45–60-day** deadlines

- Use GM02 Reports to identify awards ended and reconcile for reporting and invoicing.
- Prioritize State invoice reconciliation
- Review for sensitive account codes and complete JEs as soon as possible.
- Review effort and post **PETs** before **May business close**
  - Cost Transfers for Final Invoices and Financial reports must be communicated closely to your Postaward POD for prioritization and timely drafting.

## Projects ending **May** with **30–45-day** deadlines

- Use GM01, GM02 Reports when released, to identify awards ended and reconcile for reporting and invoicing.
- Review for sensitive account codes and complete JEs as soon as possible no later than June Business close.
- Review effort and post **PETs** before **May business close**
  - Cost Transfers for Final Invoices and Financial reports must be communicated closely to your Postaward POD for prioritization and timely drafting.

## Projects ending **June** with **30 days or less** to invoice

- Use GM01, GM02 and GM03 Reports to identify awards ended and reconcile for reporting and invoicing.
- Review for sensitive account codes and ACC entries. Complete JEs as soon as possible no later than June Business 1<sup>st</sup> close.
- Review effort and post **PETs** before **June business 1<sup>st</sup> close**.
  - Cost Transfers for Final Invoices and Financial reports must be communicated closely to your Postaward POD for prioritization and timely drafting.

\*\*Communication is key - Please use teams and phone, in addition to emails to your PODs regarding Final Invoices and Financial reports during this time. \*\*

# ...Invoice and Financial Reports Continued

- ◆ Provide all required June invoice backup (i.e. cost share, receipts) to your billing specialist prior to the 2<sup>nd</sup> June close.
- ◆ Our PODs will reach out to help coordinate the invoice deadlines and follow up to ensure we're meeting contract terms.
  - ◆ Please work with your POD as any questions and/or concerns arise.
- ◆ Department to reach out and obtain sponsor prior approval in writing if any report/invoice extensions are needed.
  - ◆ This cannot be on the day that the invoice/report is due.
  - ◆ The report/invoice will be sent as is if an extension is not received by the POD in writing prior to the due date.

**INVOICE & FINANCIAL REPORT**

Invoice # \_\_\_\_\_ Date \_\_\_\_\_

Description \_\_\_\_\_

DESCRIPTION	QTY	UNIT PRICE	AMOINT
TOTAL			

**FINANCIAL REPORT**

CATEGORY	AMOUNT
TOTAL	

# SUBCONTRACT

SUBCONTRACTOR

DATE

EFFECTIVE DATE

PARTIES

## Subcontract Monitoring and Incoming Invoices

- Reach out to vendors and subcontracts to urge early submission of invoices to ensure all expenses have posted to general ledger.
- Our Subcontract terms and conditions typically state 60 days for final invoices from Subrecipients, however, for FYE please reach out and urge early submission to ensure timely posting to reflect in the GL.
- Communicate all Outstanding Subcontract invoices to your POD with amounts anticipated and or copies of invoices received/pending to post.