Grants and Contracts Accounts Receivable

Grants and contracts run through one of three Units (University grant funds, OSP and University Development). Each unit processes those dollars in a slightly different way; this job aid is intended to explain the differences in each.

In this document grants and contracts are written agreements between OSU and an outside organization or partner. All agreements/contracts/memos are reviewed by the university lawyers and signed at the university level. For more information on creating and getting agreements signed see the Finances and Process of Grants and Contracts on the Business Office Training page. [http://cfaesfinance.osu.edu/training](http://cfaesfinance.osu.edu/training)

Additional information for University Grant Funds and University Development Grants and Contracts

How do I invoice?

Sample Invoice Template: [http://cfaesfinance.osu.edu/resources](http://cfaesfinance.osu.edu/resources)
- You may need to bill monthly, quarterly, at project start or project end.
- Your sponsor may want a summary invoice (just the total for a period) or a detailed invoice (all expenses).
- You may be required to send in reports or invoices on a sponsor’s designated form.
- You may need to submit along with progress status reports.
Find out ahead of time the preferences for the sponsor if not listed in the signed agreement.
How do I know how much to bill?

Every agreement is different but most commonly you will bill in one of these ways:

- **Pre-Bill.** You bill and receive the entire amount of the agreement up front. You may or may not need to return unused funds, depending on the sponsor.
- **Installment Bill.** This is a periodic invoice, usually for a specific amount and specific time frame. Often corresponds with a completed deliverable. (ex. quarterly bill of equal amount for a total of 4 over the 1 year project)
- **Periodic Bill.** This is a periodic invoice, usually at a set interval intended to reimburse actual expenses. Pull actually expense numbers by viewing your 4OS-91 report and adding that to your checking account expenses.
- **Post Bill.** This is an invoice after the project is complete. It may be for actual expenses or simply the total amount of the grant or contract depending on the sponsor. Usually coincides with a completed final deliverable.

Find out ahead of time the preferences for the sponsor guidelines if not listed in the signed agreement.

What do I do when I receive payment?

**Deposit Transmittal Form:** [http://cfaesfinance.osu.edu/forms](http://cfaesfinance.osu.edu/forms)

- Once the check has been received, attach it to a completed Deposit Transmittal Form and mail to the appropriate funding Office (Business or Fiscal Office, Department Depositor or University Development). All addresses are on the form.
- **ORG, Fund and Account** are required.
  - Use the fund type from the notes above.
  - Org is your Unit’s Organization number.
  - Account is usually one of the following:

**Note for Extension:** Do not deposit checks to your Extension local checking account first even if you have expenses there, deposit entire check in a University fund.

What if your sponsor will only pay via electronic transfer?

- Contact Wendy ([Michel.5@osu.edu](mailto:Michel.5@osu.edu)) in the Business Office and she can help you with the payment.

How can I be sure the check I sent was deposited to my project?

- For Business Office Grants and Contracts – Set aside a copy or image of your Deposit Transmittal Form. The month after you mail in the check review your unit’s 4OS-91 report and find the deposit on the fund page where you were planning to deposit it.
- For University Development Grants and Contracts – Set aside a copy or image of your Deposit Transmittal Form. View the TAS system to make sure the fund balance increases. TAS instructions here: [http://cfaesfinance.osu.edu/training](http://cfaesfinance.osu.edu/training)

What other responsibilities do I have related to the project?

You are responsible for:

- Setting up payroll (release time, direct appointments and cost share) prior to the work beginning.
- Billing and reporting according to the sponsor’s guidelines.
- Submitting accurate information and not fabricating expenses to get extra funding.
- Ensuring all of the money is received and deposited in a university fund that is due to the University.
- Ensuring that the expenses and the revenue end up in the same place and offset each other.
- Contacting and getting approval from the sponsor for any changes in the budget.
- Returning unused funds if required by the sponsor. Return unused funds via an eRequest – Payment.
- Maintain records per University requirements or the sponsor’s guidelines whichever is longer.