



To ensure compliance, you must submit this form with each Invoice and/or Reporting Materials for the term of the Subcontract.

Subcontract: [] Under UNO Prime: []

Duration of Subcontract: [] to []

Items Currently Due (and attached): [] Invoice and/or [] Reporting Materials

Invoices from your Subrecipient are due (type in schedule):

[]
[]

I. Invoice Checklist:

- If cost reimbursable: detail is provided for current charges and cumulative charges are shown
- Subcontract Payment Request Form** is attached (see "Forms" at <http://financialservices.uno.edu/>).

Reporting Materials from your Subrecipient are due (type in schedule):

[]
[]

PLEASE NOTE: If the subrecipient is to turn in a progress report on work done from, for example, April to August, but no work was done in that time, they must submit a report stating this fact, and providing the detailed reason why. The PI must sign this statement as with any other report, and submit it to the Office of Research as part of the regular reporting schedule.

II. Reporting Materials Checklist:

Note: The Progress Reports referred to here are from the Subrecipient to the PI, NOT from the PI to the granting agency.

- Progress Report is submitted on time, according to the schedule above as required by the Subcontract
- Progress Report is in accordance with the requirements outlined in the Subcontract
- Each Progress Report from the Subrecipient is **signed and dated by the UNO PI as approved**
- If Applicable: All additional monitoring measures required explicitly in the contract for this reporting period have been documented, and the documentation is attached (copies of required emails, logs of phone calls, for example)



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III. For Final Invoices and/or Progress Reports:

- The PI completed the **Performance Evaluation Form** and it is attached
- If a Federal award, the Subrecipient completed the **Close Out Certification Form** and a copy is attached
- Technical report and/or deliverable has been approved, is in accordance with the subcontract requirements, and a copy is attached
- Final Invoice** clearly marked "FINAL" and submitted within time frame required by Subcontract

If applicable:

- Cost sharing has been met and supporting documents are attached

Send all materials currently due to the following address

Polly Burns/Monitoring
Office of Research
452 CERM Building
2000 Lakeshore Dr.
New Orleans, LA 70148

Accounts Payable will not accept your invoice without formal Office of Research approval, and payment will be withheld until required reports or deliverables are received in the Office of Research.

Principal Investigator Certification:

In signing below, I approve payment of this invoice and attest that the charges appear reasonable, and progress to date on this project is satisfactory and in keeping with the statement of work.

[]
Signature

[]
Date

Office of Research use only:

Received by [] Date []