



## Sponsored Projects Receivables Process Addendum to Policy

### Definitions:

SP – Office of Sponsored Programs

RAD – College Research Associate Dean

### Process:

- Monthly
  - The Office of Sponsored Programs will run a report listing all unpaid receivables. The Collections Specialist will add notes to all accounts that have outstanding receivables greater than 90 days from invoice submission and then email the list to the College/Unit representative (generally the Business Officer.)
  - The College/Unit representative will review the list and work with the relevant individuals to gather more information on why the invoice may not be getting paid. The College/Unit representative will share any new information with the SP Collections Specialist.
- 60+ days past due
  - The SP Collections Specialist will follow up with the Sponsor to remind them of the outstanding invoice.
- 90+ days past due
  - The SP Collections Specialist will follow up with the Sponsor to remind them of the outstanding invoice.
  - In a separate email, the SP Collections Specialist will follow up with the College/Unit representative to see if they know of any reason payment has not been made and respond to the collection specialist with details. At that time the College/Unit representative will work with the PI to confirm the sponsor contacts have not changed and confirm there is no known reason why payment is not being made. College/Unit representative may also discuss the situation with the RAD to determine if a “stop work order” should be issued.
- 120+ days past due
  - The Collections Specialist will continue to follow up with the sponsor and College/Unit for any updated information until resolution.
  - The College/Unit representative will formally work with the SP Collections Specialist to start formalizing a plan.
- 180+ days past due
  - The SP Director of Post Award will meet with the College/Unit representative to discuss next steps, if necessary.
  - In coordination with the College/Unit representative, the unpaid receivable will be moved from the sponsored projects account.

### References:

[Link to policy](#)

[Consideration Matrix](#)