



University of Connecticut Health Center

POLICY NUMBER 2002-19

February 25, 2002

**POLICY: DIRECT BILLING
(RESEARCH/SPONSORED PROGRAMS)**

PURPOSE:

To establish responsibility for the direct billing of sponsored project expenses.

POLICY STATEMENT:

1. The Grants and Contract Office is responsible for issuing requests for advance payment, payment by schedule, invoices, vouchers and any other financial instrument required to effect funding under sponsored project agreements.
2. The Office of Research and Sponsored Programs will notify Grants and Contracts of legally executed agreements between the University and the sponsors.
3. The financial accounting system represents the official record supporting any invoice or voucher issued.
4. The Grants and Contracts Office is authorized to conduct reviews to ensure that expenditures billed to a sponsor are authorized and allowable under terms and conditions of awards and are in accordance with University and sponsor policy.

Dan Upton (signed)

Chief Financial Officer

4/10/02

Date

Richard Berlin, MD (signed)

Associate Dean for Research/Planning & Coordination

4/8/02

Date

Peter Deckers, MD (signed)

Executive Vice President for Health Affairs

4/10/02

Date

Replaces: NEW POLICY