

## **Post Award – Invoicing and Payments**

All ORE staff have responsibility for pre-award and post-award activities. Sometimes work may be with a single individual in the ORE, sometimes work will be managed by multiple people. This is dependent upon the ongoing workload within the ORE and the respective tasks of each member of the ORE team.

### **Invoicing and Payments**

The ORE will support PIs with the development of invoices and payments as necessary. There are usually limited times that an invoice will be needed for a funded project, but such circumstances may occur. The primary situation that might involve an invoice is if a PI has an outside independent consultant working on a project, the University will require an invoice from the consultant in order to reimburse the consultant. In order to ensure that a PI is able to pay any outside vendors, the ORE will:

- Work with the PI and an outside contractor to set up the outside contractor as a vendor. This will allow the outside contractor to be paid by the University.
- Work with the PI and outside contractor to develop a draft invoice that can be used by the outside contractor.
- Set-Up and Process Purchase Orders in UMASS Financial system (currently BUYWAYS)

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