

GUIDELINES FOR INVOICE SUBMISSION

Grant funding is provided on a cost-reimbursement basis subject to LSDF's receipt and approval of invoices, and grantee's timely progress in meeting the grant's milestones and timeline.

1. Invoices may be submitted as frequently as monthly, but no less often than quarterly.
2. The LSDF online invoice system does not allow submission of invoices without the following required information:
 - a. Milestones addressed during the invoice period: Principal investigators and accounting departments need to work together to be sure this information is provided on every invoice. Double check to ensure that cited milestones on invoices are accurately associated with charges on the invoice being submitted. For example, if you cite a milestone that invoices subcontract work, there should be subcontract charges appearing on that invoice. This is the #1 reason why invoices are rejected.
 - b. Invoice Numbers: Always include an invoice number in the comments box.
3. Even though the invoice is submitted electronically through our online system, LSDF requires an invoice that has been signed by an authorized organizational individual. The signed invoice can be emailed as a PDF to grantsadmin@lsdfa.org; include the LSDF grant number and PI last name in the subject line. Signed invoices can also be sent via regular mail.
4. LSDF reserves the right to hold or reject payment of invoices pending receipt of outstanding items, such as semi-annual progress reports, annual financial reports, or budget revision information.

Online access to the LSDF invoice submission system: <http://www.lsdfa.org/online/login.php>

1. Once LSDF grants are finalized, grant personnel receive user accounts to obtain access to several LSDF online systems (invoice submission, progress reports, and invention reports). User accounts are given to the principal investigator, lab/department-level fiscal support staff, the authorized organizational official responsible for submission of fiscal information, and technology transfer officials.
2. If you do not yet have a user account, and require one for a specific LSDF grant, contact grantsadmin@lsdfa.org and provide the following information in your email:
 - a. Name of principal investigator
 - b. LSDF grant number
 - c. Title of grant
 - d. Your name, title, role/association with LSDF grant
 - e. Your complete contact information (name, address, phone, fax, email)

HOW TO SUBMIT AN INVOICE

1. Log in to the LSDF grantee online invoice submission system
<http://www.lsdfa.org/online/login.php>
2. Select the LSDF grant number to access invoice entry fields
3. Enter expenditure amounts for the budget categories
4. Click "calculate" to obtain invoice totals
5. Enter milestone and invoice number? information
6. Click "submit this reimbursement request"
7. Submit signed PDF copy of invoice submission to LSDF via email or send via regular mail