

*Managing Sponsored Research at Berkeley Lab
Processes Related to Establishing and Managing Awards*

Controller and Budget Office Organizations
Summary Roles and Responsibilities

Controller/Accounts Receivable:

Advances

- Assure Advance Payments are applied in a timely fashion in order to maintain a positive cash position.

Billing the Sponsor (Federal and NonFederal)

- Assists the Principal Investigator and Division Analyst with procedural questions regarding billing and payments.
- Prepare invoices to sponsors on a timely basis.
- Administer post-award accounting activity.
- Prepare interim financial reports in coordination with Division Analysts.
- Approve or recommend approval of carry-forward of unexpended funds.
- Reports instances of financial non-compliance with applicable financial regulations and LBNL policies.

Invoice Payment and Collections

- Assists the Principal Investigator and Division Analyst with procedural questions regarding invoicing, payments, and Collection.
- Prepare invoices and sends to sponsors on a timely basis.
- Applies invoice payments promptly.
- Works with PI, SPO Contracts Officer, and Division Analysts to resolve problems with slow and nonpayment (collection) of invoices.

Costs Exceed Award Funding (Contract Value) or Occur After the Period of Performance

- Assures that costs that exceed the total award funding are not billed in error to the sponsor.
- Works with Division Analyst to assure costs that are incurred after the Period of Performance were the result of commitments prior to the end of the Period of Performance. Assures any unbilled costs be included as part of the Final Invoice (see Award Expiration and Closeout)

Award Expiration and Closeout

- Assists the Principal Investigator and Division Analyst with procedural questions regarding financial reporting.
- Prepares Final Invoice and other sponsor requirements final financial reports in coordination with the Principal Investigator and Division Analyst.
- Assures all invoices and reports are correct and compliant with Laboratory and Sponsor requirements.
- Submit invoices and/or reports to the Sponsor in accordance with the Laboratory's Sponsored Research Closeout Procedures for the Sponsor.

Budget Office

Billing the Sponsor (Federal and NonFederal)

- Pre-audit selected financial transactions to ensure compliance with applicable regulations.
- Provide institutional oversight on resource adjustments.
- Perform risk analysis for certain categories of expenditures to ensure compliance with applicable regulations.
- Reports instances of financial non-compliance with applicable financial regulations and LBNL policies.