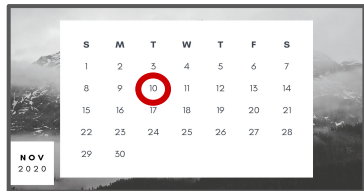# Office of Contract Administration (OCA) and Information and Technology Services (ITS) Subrecipient Invoice Approvals
Overview of Changes, effective November 10, 2020

When is the change happening?

Implementation Timing

- Beginning **Tuesday, November 10, 2020**, subrecipient invoices received by U-M will be subject to the new approval workflow in M-Pathways Financials.

- Subrecipient invoices **received prior to November 10, 2020** will be subject to the current process.

Why is the change happening?

Reasons for the change

- To increase compliance with the *U-M Standard Practice Guide*, *Uniform Guidance*, and sponsor requirements.

- To increase efficiency for project teams and central administration.

- To align the process with other online approvals.

Who is impacted by the change?

Anyone currently approving invoices

- *Contact Principal Investigator (PI) in eResearch Proposal Management (eRPM)*
- *Primary Post-Award Administrator in eRPM*
- *SUBK Managing Investigator in eRPM*
- *SUBK Managing Administrator in eRPM*
- *Single Administrative Point of Contact (SAPOC) in M-Pathways Financials*

Anyone required to approve invoices as of November 10, 2020

- *Project/Grant (P/G) Director in M-Pathways Financials**
- *P/G Administrator in M-Pathways Financials**
- *Additional or alternate approvers*

  **On P/Gs with an open purchase order (PO) originating from the Office of Contract Administration (OCA).*

What is changing?
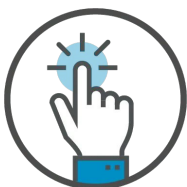
Key Business Process Change

- OCA will **no longer send Concurrence Receipt emails** to project teams needing to approve subrecipient invoices.

- SAPOCs, PIs, and any additional or alternate approvers will need to **approve subrecipient invoices in the M-Pathways Financials System**.

How can you prepare for the change?

- *Anyone approving invoices in M-Pathways needs Duo Two-Factor Authentication.*
  - *Duo Two-Factor has been required since January 2019.*

- ***Align the P/G Director and P/G Administrator*** *in M-Pathways to those who need to approve invoices.*
  - *Contact your Sponsored Programs P/G Coordinator to change the contacts on a P/G.*
  - *Contact your OCA Specialist to change the P/G associated with a subrecipient PO.*

- *View the Navigate Webinar recording and other resources created to help with the implementation, including a step-by-step guide.*

- *Contact subrecipient-invoice-approval-help@umich.edu for additional assistance.*