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?

- 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?

- 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?

- 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 currently approving invoices

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

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?

- 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.

Key Business Process Change

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.