
Standard Operating Procedure: Payment of Invoices from Research Partner Organizations on SSHRC Partnered Grants

Unit(s) Responsible: **Research Accounting
General Accounting**

Effective Date: **November 2011**
Updated: **March 2016**

Description

To outline the process for payments to international research partner organizations named on research grants.

To describe the internal process required in order to ensure a streamlined process for payment of research partner organizations invoices for activities performed during a SSHRC funded research collaboration.

Definitions

Partners: Organizations, universities, NGOs etc. named on a research notice of award. SSHRC does not allow for sub-granting to international, non-university partner organizations. Payment may be made via a properly completed invoice made out to York University.

Purpose

To provide a process which ensures that research partner organizations named on research grants are paid on a timely basis for expenses incurred during the collaborative research process.

Process

Partners on SSHRC partnered grants may invoice York for their portion of research expenses incurred, as approved in writing by the Project Director. Expenses must comply with agency guidelines and York policies and procedures. The partner invoice must:

- Be on the organization's letterhead and made out to York University (full address) to the attention of the researcher.
- List the services and goods provided for the research and should be detailed enough to ensure eligibility of expenses as per the funding agency and York Finance policies and procedures.
- Detail the beneficiary name, which must correspond to the name on the bank account that the funds are being transferred to.
- Include the banking details for international payments transfer. A sample of an invoice template is attached.

Prepayments

Some research partner organizations require funds in advance of expenses being incurred. If prepaying an invoice or part thereof, the University Comptroller's authorization is required as per the Procurement of Goods and Services Procedure found at:

<https://secretariat-policies.info.yorku.ca/policies/procurement-of-goods-and-services-procedure/>

The University normally does not allow advance payment or pre-payment.

Where goods and services being acquired are unique and are being produced exclusively for the University, the Comptroller may authorize supplier prepayment if one or more of the following conditions are met:

- Total prepayment amount requested is less than \$10,000;
- Supplier has provided an irrevocable standby letter of credit;
- Supplier has provided a credit reference from its banker; and
- Supplier is a government agency that requires advance payment prior to completion of the sale.

Advance payments in excess of \$10,000 CDN will need either an irrevocable standby letter of credit or a credit reference from its banker.

All invoices are approved by the P.I. or authorized delegate and Research Accounting.

Research Accounting Review

All invoices, wire transfers, etc. received by Account Payable are forwarded to Research Accounting for review and approval before payment is processed by General Accounting.

The Research Accounting Administrator will review the grant file and confirm that the payee is a partner named on the research grant.

If the partner is not named on the grant, the Research Accounting Administrator will contact the P.I. for resolution.

Method of Payment

If the partner or collaborator is in Canada then a [Payment Requisition Form \(PDF\)](#) must be completed and sent along with the invoice.

For international payments, the P.I. must complete and sign a [Wire/Draft to Foreign Countries Form \(PDF\)](#).

Processing of a wire normally takes up to 14 days from the time that the invoice and form are received in Accounts Payable. Once the funds have been wired it may take up to 14 days before the funds are received by the beneficiary.

Contacts

Research Accounting – via email at resacct@yorku.ca
[General Accounting](#)