

# University of Toronto Research Account (UTRAC)

## Page Help

View the full [UTRAC user guide here](#).

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### Payments & Deliverables

Use this page to indicate the method in which U of T will be paid by the Sponsor, the dates on which payments will be received, and any deliverables that are due to the Sponsor by U of T, including deliverable types and schedule for submission.

For details on completing the Payment & Deliverables schedule, see [Appendix A](#).

UTRAC Award Details 72069070 / 1 / Payments & Deliverables

Version 1.0 - active! Change version

- Research Award Details
- Sponsor Details
- Financial Terms
- Budget
- Payments & Deliverables
- Sub Awards
- Other Terms
- Linked Funds & NFA
- Protocols & Permits
- Attachments
- Publish
- Expense Reports

General Information | Payment Method | Deliverables | Other Details

### Payment Details

**1** **Approved**

Sponsor Approved Amount: 100,000.00(CAD)  
 Holdback Percentage: 0.00  
 Holdback Amount: 0.00(CAD)  
 Difference: 100,000.00(CAD)

**2** **Expected**

Total Expected Amount: 0.00(CAD)  
 Expected holdback: 0.00(CAD)  
 Difference: 0.00(CAD)

### Payment Method

**3**

Activity Type\* Frequency\*

Deliverables

**4**

Enable/Disable Notification for all Deliverables

Deliverable	Frequency	Payment Driver	Required
Financial Reporting		<input type="checkbox"/>	<input type="checkbox"/>
Audit		<input type="checkbox"/>	<input type="checkbox"/>
Progress Report		<input type="checkbox"/>	<input type="checkbox"/>

### Other Details

**5**

- Methods of Payment-Other
- Central Financial Report
- Divisional Financial Report
- External Audit
- Progress Report

Validate Check-in Cancel

**1 Payment Details (Approved)**

- **Sponsor Approved Amount:** Total award amount expected from the Sponsor, as indicated on the Sponsor agreement or letter of award (in payment currency).

- **Holdback Percentage:** The percentage of the Sponsor Approved Amount that will remain unpaid by the Sponsor until a condition(s) or deliverable(s) required by the Sponsor has been met, if applicable.
- **Holdback Amount:** Holdback amount (in payment currency) equivalent to the Holdback Percentage.
- **Difference:** Difference between Sponsor Approved Amount and Holdback Amount (in payment currency)

## 2 Payment Details (Expected)

- **Total Expected Amount:** Total sum of the expected amount in the payment schedule.
- **Expected Holdback:** Total sum of expected holdback amount in the payment schedule.
- **Difference:** Difference between Total Expected Amount and Expected Holdback (in original currency)

## 3 Payment Method

Click “+” to add Payment Method.

**Activity Type:** Defines how payment will be made to U of T by the Sponsor.

- Fixed Instalments:** Sponsor has pre-defined payment schedule and instalment amounts.
- Fixed Instalments with Deliverable(s):** Sponsor has pre-defined payment schedule and instalment amounts and requires submission of document(s) and/or completion of task(s).
- Invoiced-Fixed:** Sponsor has pre-defined payment schedule and instalment amounts, and payment will be prompted by the submission of an invoice by VPRI Research Financial Reporting and Audit office.
- Invoiced-Fixed, with Deliverable(s):** Sponsor has pre-defined payment schedule and instalment amounts, and payment will be prompted by the submission of an invoice by VPRI Research Financial Reporting and Audit office and requires submission of document(s) and/or completion of task(s).
- Invoiced- Cost Recovery:** Sponsor’s payment will be prompted by the submission of an invoice by VPRI Research Financial Reporting and Audit office on a defined schedule, and the invoice amount will be based on actual expenses incurred during a defined period.
- Invoiced- Cost Recovery with Deliverable(s):** Sponsor’s payment will be prompted by the submission of an invoice by VPRI Research Financial Reporting and Audit office on a defined schedule, and the invoice amount will be based on actual expenses incurred during a defined period and requires submission of document(s) and/or completion of task(s).
- Deliverables Only:** Sponsor’s payment will be prompted only by submission of document(s) and/or completion a task(s).

## 4 Deliverables

If a Deliverable is required, click the Required checkbox so that you can edit that Deliverable activity and schedule.

If the deliverable drives payment, click the Payment Driver checkbox.

Enable/Disable Notification for all Deliverables

Deliverable	Frequency	Payment Driver	Required	
> Financial Reporting		<input type="checkbox"/>	<input checked="" type="checkbox"/>	◇
> Audit		<input type="checkbox"/>	<input type="checkbox"/>	◇
> Progress Report		<input type="checkbox"/>	<input type="checkbox"/>	+ ◇

- viii. **Financial Reporting:** Research financial report prepared by the VPRI Research Financial Reporting and Audit office and submitted to the Sponsor.
- ix. **Audit:** Audit to be conducted by the Sponsor’s auditors and coordinated by the VPRI Research Financial Reporting and Audit office.
- x. **Progress Report:** Progress reports to be prepared and submitted by the PI as per Sponsor requirements.
- xi. **Add “Other” deliverable using the + icon**

**5 Other Details**

- **Method of Payment-Other:** Supplementary details relating to the Payment Method, if applicable.
- **Central Financial Report:** Supplementary details relating to Financial Reporting deliverable(s) to be prepared by the VPRI Research Financial Reporting & Audit office, if applicable.
- **Divisional Financial Report:** Supplementary details relating to Financial Reporting deliverable(s) to be prepared by the Academic Division/Unit, if applicable.
- **External Audit:** Supplementary details relating to the Audit deliverable, if applicable.
- **Progress Report:** Supplementary details relating to the Progress Report deliverable to be prepared by the Researcher and submitted to the Sponsor, if applicable.

For details on how to edit text in these fields, see [Text Fields](#) section.

You can also view the “Other Details” section in full screen by clicking the  icon.

## Payment & Deliverable Notifications

Research Officers can choose to notify specific roles for payment & deliverable upcoming due dates. In the Payments & Deliverables section:

More Details 1 Enable/Disable notification for all items  Check calendar exceptions

---

**Payment Method Schedule** (Click on "+" to add Schedule) Calculate Dates Calculate Amount Delete +

<input type="checkbox"/>	Payment Type*	Expected Amount*	Due Date*	Notification	
<input type="checkbox"/>	Interim	25,000.00	Nov 1, 2023	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Scheduled</li> <li>Rule Error</li> </ul>
<input type="checkbox"/>	Interim	25,000.00	Nov 1, 2024	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>Scheduled</li> <li>Rules Valid</li> </ul>
<input type="checkbox"/>	Interim	25,000.00	Nov 1, 2025	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Scheduled</li> <li>Rules Valid</li> </ul>
<input type="checkbox"/>	Final	25,000.00	Nov 1, 2026	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Scheduled</li> <li>Rules Valid</li> </ul>

- 1 **Enable/Disable Notification for all items** or select items to notify by toggling Notification slider for the specific payment event(s) or deliverable event(s):
  - a.  **Notifications are OFF:** No user(s) will be sent any notification for the selected payment(s) or deliverable(s).
  - b.  **Notifications are ON:** Assigned users will be sent a notification via email for the selected payment(s) or deliverable(s).

Payment Details

**Allocated Details**  
Total Payment | CAD

100 K Payment Other Types 100K Fund Start Apr 1, 2023 Fund End Mar 31, 2027

Hold 0

Sponsor Approved Amount	100,000.00
Hold Amount	0.00
Difference	100,000.00
Total Allocated Amount	100,000.00
Total Allocated Hold Amount	0.00
Total Allocated Other Types	100,000.00

**Current Activity Payment Schedule**  
Total Payment | CAD

100 K Payment Other Types 100K

Hold 0

Current Activity Allocated Amount	100,000.00
Current Activity Hold Amount	0.00
Current Activity Difference	100,000.00
Total Expected Other Activity	0.00
Total Hold Other Activity	0.00
Total Difference from Other Activity	0.00

Grant Dates: **APR 1, 2023** **MAR 31, 2027** Balance to Allocate: **OTHER 0.00** **HOLD 0.00**

**Notification Roles for current activity**

2 Assign Notification Roles:

**Notification before Due Date**

3 Number of Days:

- 2 **Assign Notification Roles:** Add roles to notify by clicking the advanced search icon  and selecting from the list.
- 3 **Number of Days:** Add number of days before notification is due for when the selected role(s) should be notified.

## Text Fields

Multiple sections in UTRAC contain text fields where users can enter and edit text.



- 1 Edit text tools.
- 2 Add/remove hyperlinks: Research Officers can link to online resources like a Sponsor website using the hyperlinks tool.
- 3 Insert table.
- 4 Cut/Copy/Paste.

## Editing, Saving, Checking-In, and Cancelling Drafts

When a user first creates a UTRAC and any time a user is editing a UTRAC, the system creates a draft of that UTRAC record. Only the user that is editing that draft will be able to see the changes that have been made to that draft.

The following sections detail the system behaviours of working on a UTRAC draft.

### Edit

When a UTRAC is opened in View mode, users will not be able to edit the field content or make any other changes to the UTRAC.

To begin editing a UTRAC, click the **Edit** button in the top right corner of the page to create a new draft of that UTRAC.

Note that for UTRACs that are published, the fields you are allowed to edit depend on whether you are updating an existing version or creating a new version. See **“How to Edit a Published UTRAC”** section in the **Publish Page Help** for more details.



**Tip:** When you are editing a UTRAC draft, other users (e.g. other UTRAC creators/editors) will **not** be able to edit that same UTRAC. Even if you exit the UTRAC, the UTRAC draft will remain locked for editing for any other user other than you. If another user tries to edit the UTRAC draft, they will see an error message.

To unlock a UTRAC for editing by other users, you must **Check-in** the UTRAC. See [Check-in](#) section for more details.

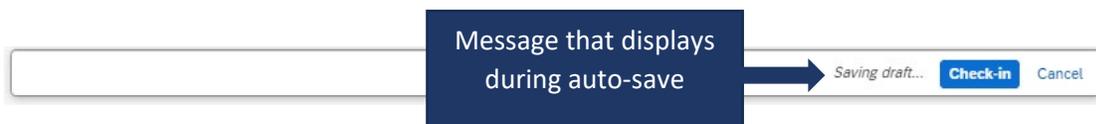


### Auto-save

When a user is editing a UTRAC, any changes they make – including changes to text field content, attaching documents, linking UTRACs or Non-Funded Agreements, creating Overhead calculation rules, adding Payment & Deliverables schedules, toggling Yes/No sliders – will automatically save in the draft they are editing.

If the user intentionally or accidentally closes the UTRAC, next time they open the UTRAC from the UTRAC Search List, all of the changes they made in the last editing session will be preserved.

**Tip:** Auto-save allows you to partially create or edit a UTRAC and save your changes without needing to validate and publish your changes in one, uninterrupted session.



### Check-in

When a user (e.g. user #1) is editing a UTRAC draft, that draft is locked for editing by other users (e.g. users #2 and #3). This is true even if user #1 is not in an active editing session and has closed the UTRAC.

To allow users #2 or #3 to edit a UTRAC, user #1 must first click the **Check-in** button on the right side of the bottom toolbar. This action unlocks the UTRAC for editing by other users. Once another user begins editing a UTRAC, that draft will be locked for editing by other users. For example, once user #2 opens the UTRAC and clicks Edit, user #1 and user #3 will be unable to edit that same UTRAC until user #2 clicks Check-in.

Once a user checks-in a UTRAC, the UTRAC will revert to View mode. To begin a new editing session, a user must click the **Edit** button.



## Cancel

When a user is editing a UTRAC draft, selecting **Cancel** will discard all changes made to the UTRAC since it was last checked-in.

For instance, if a user opens a UTRAC on December 4<sup>th</sup> that was checked in on December 1<sup>st</sup>, edits several fields and then clicks Cancel, the UTRAC will revert back to the state it was in on December 1<sup>st</sup>.

To discard changes since last check-in, click **Cancel** on the right side of the bottom toolbar to display a confirmation message. To confirm your selection, click **Discard**.

**IMPORTANT NOTE:** If you have created a UTRAC and never checked it in, clicking on Cancel will delete that UTRAC (since it will discard all changes since the last check-in, which has not occurred). If this happens, you can still create a new UTRAC and link it to the same RIS application as in the original UTRAC you cancelled. If you have already created a Fund for this UTRAC, the system will not allow you to Cancel and discard your changes and you will be required to first Check-in the UTRAC.

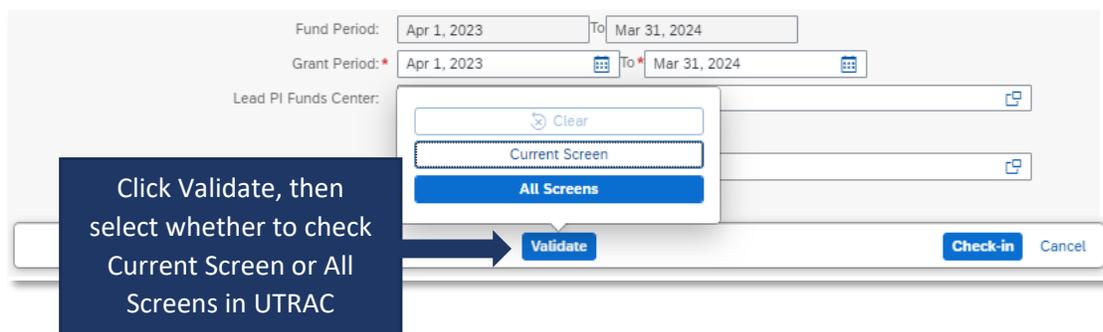


## Validate

When a user is creating and editing a UTRAC, they can validate at any time that all required fields have been completed and that there are no errors.

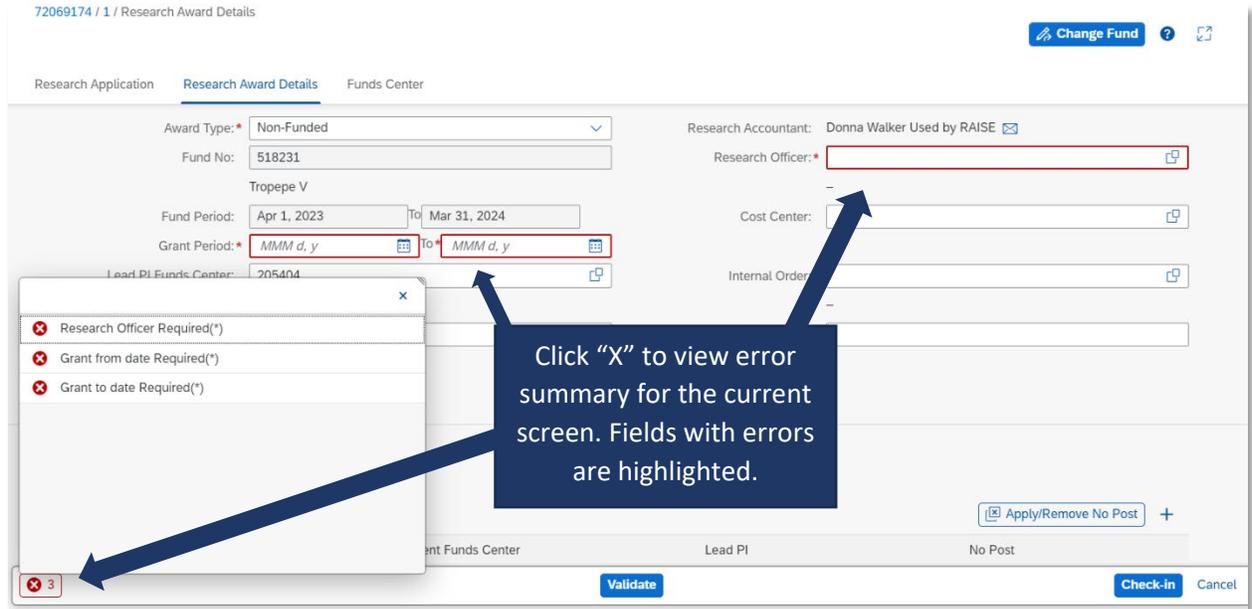
To validate the UTRAC field data, click **Validate** in the middle of the bottom toolbar. From there, you will have two options:

- **Current Screen:** Validates all fields on the screen you are currently viewing.
- **All Screens:** Validates fields on all UTRAC screens.

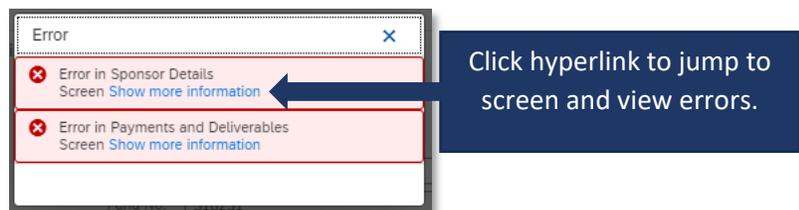


If you select **Current Screen**, any fields with errors on the screen will be highlighted in a red box. In addition, a **✖** flag in the left corner of the bottom toolbar will appear and display the number of errors on the current screen. Click the **✖** flag to display a summary of field errors on the screen. If the error

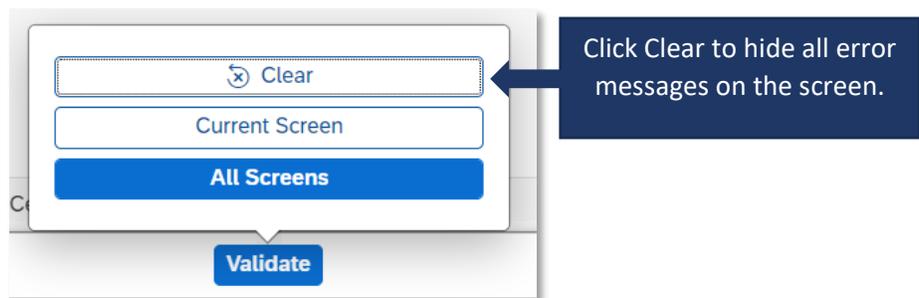
message is too long to display fully in the summary, you can also click on the error to view the full message.



If you select **All Screens**, a pop-up box will display indicating all screens (if any) that contain errors. Click on "Show more information" to jump to that screen and view a summary of errors on that screen.



**Tip:** If you have clicked Validate, the error messages will continue to display until you have either corrected them or cleared them. To clear the error messages from your screen to created an unobstructed view, click **Clear**.



**Tip:** Validating for errors is a handy tool to check your work and you can use it as often as you need, or not at all. When you **Publish** a UTRAC, the system will always automatically validate the field data in the UTRAC and flag any errors for correction.

## Appendix A: Payment Method Details

### Fixed Instalments

To fill the payment schedule:

1. Select the **Frequency**
  - i. **Monthly:** Payments are expected every month
  - ii. **Quarterly:** Payments are expected four times a year, every 3 months.
  - iii. **Bi-Annual:** Payments are expected twice a year, every 6 months.
  - iv. **Annual:** Payments are expected once a year, every 12 months.
  - v. **Irregular:** Payment due dates do not have a regular interval as per the four selections above.
  - vi. **Off-cycle:** There are payment due dates in between.
  
2. Click on the expand/collapse or the expand all button marked in red on screenshot above.

3. **Payment Types** are auto populated, but users may edit them from the drop-down menu if needed:
  - a. **Interim:** Interval payments to be made by the Sponsor.
  - b. **Final:** The last payment to be made by the Sponsor.

- c. **Final/Holdback:** The last payment to be made by the Sponsor and represents the amount held back.
  - d. **Off Cycle:** Payment to be made by the sponsor between a regular interval. Note that if payment type is “Off-cycle” date range on period scope will be allowed to overlap.
4. Enter the first **Due Date** and click **Calculate Dates** button (marked in red above) to automatically populate the remaining due dates based on the selected frequency.

**Note:** Users can also manually select each date from the calendar icon, or manually enter the date using the format MMM DD, YYYY/ e.g., Nov 23, 2023.

- o **Due Date:** Date the invoice is due at the Sponsor (submitted by the VPRI Research Financial Reporting and Audit office).
- o The **Due Date** fields will be pre-populated with dates based on the frequency selected and the initial Due Date entered.

**Note:** If the frequency selected is “Irregular” or “Off-cycle”, selecting Calculate Date will **not** pre-populate the Due Date field.

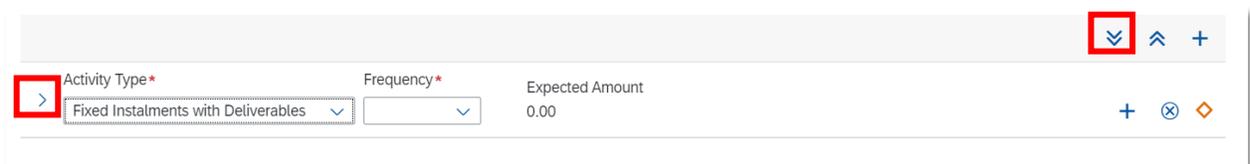
5. Click **Calculate Amount** button (marked in red above) to automatically populate the expected amount based on the selected frequency. The **Expected Amount** fields will be pre-filled with equivalent amount of the **Sponsor Approved Amount** over the number of rows net of the calculated holdback, if the Calculate Amount button is selected.

**Additional features:**

- A **Enable/Disable Notification:** See [Notifications](#) section.
- B **Check calendar exceptions:** Identifies possible issues or irregularities related to the due dates and period scope. For a list of exceptions, See [Appendix C](#).
- C You can add additional line items by first selecting a payment line using the check box  and clicking the + button. You can also delete line items by first selecting a payment line using the check box  and clicking the **Delete** button.

Back to [Payments & Deliverables](#) section.

**Fixed Instalments with Deliverable(s)**

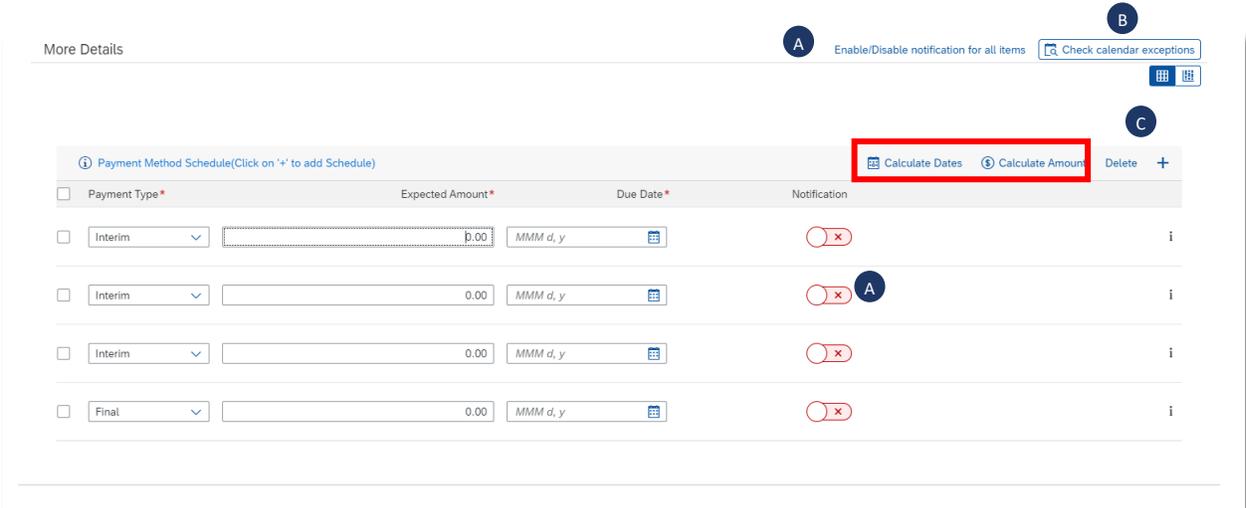


To fill the payment schedule:

1. Select the **Frequency:**
  - i. **Monthly:** Payments are expected every month

- ii. **Quarterly:** Payments are expected four times a year, every 3 months.
- iii. **Bi-Annual:** Payments are expected twice a year, every 6 months.
- iv. **Annual:** Payments are expected once a year, every 12 months.
- v. **Irregular:** Payment due dates do not have a regular interval as per the four selections above.
- vi. **Off-cycle:** There are payment due dates in between.

2. Click on the expand/collapse or the expand all button marked in red on screenshot above.



3. Payment types are auto populated, but users may edit them from the drop-down menu if needed

- a. **Interim:** Interval payments to be made by the Sponsor.
- b. **Final:** The last payment to be made by the Sponsor.
- c. **Final/Holdback:** The last payment to be made by the Sponsor and represents the amount held back.
- d. **Off Cycle:** Payment to be made by the Sponsor between a regular interval.

4. Enter the first **Due Date** and click **Calculate Dates** button (marked in red above) to automatically populate the remaining due dates based on the selected frequency.

**Note:** Users can also manually select each date from the calendar icon, or manually enter the date using the format MMM DD, YYYY/ e.g., Nov 23, 2023.

- o **Due Date:** Date on which invoice is due at the Sponsor (submitted by the VPRI Research Financial Reporting and Audit office)

5. Click **Calculate Amount** button (marked in red above) to automatically populate the expected amount based on the selected frequency.

**Additional features:**

- A **Enable/Disable Notification:** See [Notifications](#) section.
- B **Check calendar exceptions:** Identifies possible issues or irregularities on the due dates and period scope. For a list of exceptions, See [Appendix C](#).

- c You can add additional line items by first selecting a payment line using the check box  and clicking the + button. You can also delete line items by first selecting a payment line using the check box  and clicking the **Delete** button.

Back to [Payments & Deliverables](#) section.

## Invoiced-Fixed

Activity Type*	Frequency*	Expected Amount	Scope Start Date	Scope End Date	Deduct Holdback per Invoice
Invoiced - fixed		0.00			<input type="checkbox"/>

To fill the payment schedule:

1. Select the **Frequency**:
  - i. **Monthly**: Payments are expected every month
  - ii. **Quarterly**: Payments are expected four times a year, every 3 months.
  - iii. **Bi-Annual**: Payments are expected twice a year, every 6 months.
  - iv. **Annual**: Payments are expected once a year, every 12 months.
  - v. **Irregular**: Payment due dates do not have a regular interval as per the four selections above.
  - vi. **Off-cycle**: There are payment due dates in between.
2. To deduct holdback amount per invoice, check the box under **Deduct Holdback per Invoice**. The amount shown on the Expected Amount field per activity (i.e. per invoice) will be net of the holdback amount.
3. Click on the expand/collapse or the expand all button marked in red on screenshot above.

More Details A Enable/Disable notification for all items B Check calendar exceptions

C

Payment Method Schedule (Click on '+' to add Schedule) Calculate Dates Calculate Amount Delete +

<input type="checkbox"/>	Payment Type*	Expected Amount*	Due Date*	Scope Start*	Scope End*	Notification
<input type="checkbox"/>	Interim	0.00	MMM d, y	Apr 1, 2023	MMM d, y	<input type="checkbox"/>
<input type="checkbox"/>	Interim	0.00	MMM d, y	MMM d, y	MMM d, y	<input type="checkbox"/>
<input type="checkbox"/>	Interim	0.00	MMM d, y	MMM d, y	MMM d, y	<input type="checkbox"/>
<input type="checkbox"/>	Interim	0.00	MMM d, y	MMM d, y	MMM d, y	<input type="checkbox"/>
<input type="checkbox"/>	Final	0.00	MMM d, y	MMM d, y	MMM d, y	<input type="checkbox"/>

4. **Payment Types** are auto populated, but users may edit them from the drop-down menu if needed
  - a. **Interim:** Interval payments to be made by the Sponsor.
  - b. **Final:** The last payment to be made by the Sponsor.
  - c. **Final/Holdback:** The last payment to be made by the Sponsor and represents the amount held back.
  - d. **Off Cycle:** Payment to be made by the Sponsor between a regular interval.
5. Enter the first **Due Date, Scope Start & End Dates**, and click **Calculate Dates** button (marked in red above) to automatically populate the remaining date fields.
 

**Note:** Users can also manually select each date from the calendar icon, or manually enter the date using the format MMM DD, YYYY/ e.g., Nov 23, 2023.

  - o **Due Date:** Date the invoice is due at the Sponsor (submitted by the VPRI Research Financial Reporting and Audit office)
  - o **Scope Start:** First day in date range for incurring expenses covered by this invoice.
  - o **Scope End:** Last day in date range for incurring expenses covered by this invoice.
6. Click **Calculate Amount** button (marked in red above) to automatically populate the expected amount based on the selected frequency.

**Additional features:**

- A **Enable/Disable Notification:** See [Notifications](#) section.
- B **Check calendar exceptions:** Identifies possible issues or irregularities on the due dates and period scope. For a list of exceptions, See [Appendix C](#).
- C You can add additional line items by first selecting a payment line using the check box  and clicking the + button. You can also delete line items by first selecting a payment line using the check box  and clicking the **Delete** button.

Back to [Payments & Deliverables](#) section.

## Invoice-Fixed with Deliverable(s)

To fill the payment schedule:

1. Select the **Frequency**:
  - i. **Monthly**: Payments are expected every month
  - ii. **Quarterly**: Payments are expected four times a year, every 3 months.
  - iii. **Bi-Annual**: Payments are expected twice a year, every 6 months.
  - iv. **Annual**: Payments are expected once a year, every 12 months.
  - v. **Irregular**: Payment due dates do not have a regular interval as per the four selections above.
  - vi. **Off-cycle**: There are payment due dates in between.
2. To deduct holdback amount per invoice, check the box under **Deduct Holdback per Invoice**. The amount shown on the Expected Amount field per activity (i.e. per invoice) will be net of the holdback amount
3. Click on the expand/collapse or the expand all button marked in red on screenshot above.

4. **Payment Types** are auto populated, but users may edit them from the drop-down menu if needed:
  - a. **Interim**: Interval payments to be made by the Sponsor.
  - b. **Final**: The last payment to be made by the Sponsor.

- c. **Final/Holdback:** The last payment to be made by the Sponsor and represents the amount held back.
  - d. **Off Cycle:** Payment to be made by the Sponsor between a regular interval.
5. Enter the first **Due Date, Scope Start & End Dates**, and click **Calculate Dates** button (marked in red above) to automatically populate the remaining date fields.
- Note:** Users can also manually select each date from the calendar icon, or manually enter the date using the format MMM DD, YYYY/ e.g., Nov 23, 2023.
- o **Due Date:** Date the invoice is due at the Sponsor (submitted by the VPRI Research Financial Reporting and Audit office)
  - o **Scope Start:** First day in date range for incurring expenses covered by this invoice.
  - o **Scope End:** Last day in date range for incurring expenses covered by this invoice.
6. Click **Calculate Amount** button (marked in red above) to automatically populate the expected amount based on the selected frequency.

**Additional features:**

- A **Enable/Disable Notification:** See [Notifications](#) section.
- B **Check calendar exceptions:** Identifies possible issues or irregularities on the due dates and period scope. For a list of exceptions, See [Appendix C](#).
- C You can add additional line items by first selecting a payment line using the check box  and clicking the + button. You can also delete line items by first selecting a payment line using the check box  and clicking the **Delete** button.

Back to [Payments & Deliverables](#) section.

## Invoiced - Cost Recovery

To fill the payment schedule:

1. Select the **Frequency**:
  - i. **Monthly:** Payments are expected every month
  - ii. **Quarterly:** Payments are expected four times a year, every 3 months.
  - iii. **Bi-Annual:** Payments are expected twice a year, every 6 months.
  - iv. **Annual:** Payments are expected once a year, every 12 months.
  - v. **Irregular:** Payment due dates do not have a regular interval as per the four selections above.
  - vi. **Off-cycle:** There are payment due dates in between.
2. To deduct holdback amount per invoice, check the box under **Deduct Holdback per Invoice**.

- Click on the expand/collapse or the expand all button marked in red on screenshot above.

More Details

Enable/Disable notification for all items Check calendar exceptions

Payment Method Schedule (Click on '+' to add Schedule) Calculate Dates Delete +

<input type="checkbox"/>	Payment Type*	Due Date*	Scope Start*	Scope End*	Notificati...
<input type="checkbox"/>	Interim	MMM d, y	Apr 1, 2023	MMM d, y	<input type="checkbox"/>
<input type="checkbox"/>	Interim	MMM d, y	MMM d, y	MMM d, y	<input type="checkbox"/>
<input type="checkbox"/>	Interim	MMM d, y	MMM d, y	MMM d, y	<input type="checkbox"/>
<input type="checkbox"/>	Final	MMM d, y	MMM d, y	MMM d, y	<input type="checkbox"/>

- Payment Types** are auto populated, but users may edit them from the drop-down menu if needed

  - Interim:** Interval payments to be made by the Sponsor.
  - Final:** The last payment to be made by the Sponsor.
  - Final/Holdback:** The last payment to be made by the Sponsor and represents the amount held back.
  - Off Cycle:** Payment to be made by the Sponsor between a regular interval.
- Enter the first **Due Date, Scope Start & End Dates**, and click **Calculate Dates** button (marked in red above) to automatically populate the remaining date fields.
 

**Note:** Users can also manually select each date from the calendar icon, or manually enter the date using the format MMM DD, YYYY/ e.g., Nov 23, 2023.

  - **Due Date:** Date the invoice is due at the Sponsor (submitted by the VPRI Research Financial Reporting and Audit office)
  - **Scope Start:** First day in date range for incurring expenses covered by this invoice.
  - **Scope End:** Last day in date range for incurring expenses covered by this invoice.

**Additional features:**

- A Enable/Disable Notification:** See [Notifications](#) section.
- B Check calendar exceptions:** Identifies possible issues or irregularities on the due dates and period scope. For a list of exceptions, See [Appendix C](#).
- C** You can add additional line items by first selecting a payment line using the check box  and clicking the + button. You can also delete line items by first selecting a payment line using the check box  and clicking the **Delete** button.

Back to [Payments & Deliverables](#) section.

## Invoiced - Cost Recovery with Deliverable(s)

Activity Type \*  
Invoiced - fixed with Deliverables

Frequency \*  
[Dropdown]

Expected Amount  
0.00

Scope Start Date

Scope End Date

Deduct Holdback per Invoice

To fill the payment schedule:

1. Select the **Frequency**:
  - i. **Monthly**: Payments are expected every month
  - ii. **Quarterly**: Payments are expected four times a year, every 3 months.
  - iii. **Bi-Annual**: Payments are expected twice a year, every 6 months.
  - iv. **Annual**: Payments are expected once a year, every 12 months.
  - v. **Irregular**: Payment due dates do not have a regular interval as per the four selections above.
  - vi. **Off-cycle**: There are payment due dates in between.
2. To deduct holdback amount per invoice, check the box under **Deduct Holdback per Invoice**.
3. Click on the expand/collapse or the expand all button marked in red on screenshot above.

More Details

Enable/Disable notification for all items

Check calendar exceptions

Payment Method Schedule (Click on '+' to add Schedule)

Calculate Dates Delete +

Payment Type *	Due Date *	Scope Start *	Scope End *	Notificati...
Interim	MMM d, y	Apr 1, 2023	MMM d, y	<input type="checkbox"/>
Interim	MMM d, y	MMM d, y	MMM d, y	<input type="checkbox"/>
Interim	MMM d, y	MMM d, y	MMM d, y	<input type="checkbox"/>
Final	MMM d, y	MMM d, y	MMM d, y	<input type="checkbox"/>

4. Payment types are auto populated, but users may edit them from the drop-down menu if needed
  - a. **Interim**: Interval payments to be made by the Sponsor.
  - b. **Final**: The last payment to be made by the Sponsor.
  - c. **Final/Holdback**: The last payment to be made by the Sponsor and represents the amount held back.

- d. **Off Cycle:** Payment to be made by the sponsor between a regular interval.
5. Enter the first **Due Date, Scope Start & End Dates**, and click **Calculate Dates** button (marked in red above) to automatically populate the remaining date fields.
- Note:** Users can also manually select each date from the calendar icon, or manually enter the date using the format MMM DD, YYYY/ e.g., Nov 23, 2023.
- **Due Date:** Date the invoice is due at the Sponsor (submitted by the VPRI Research Financial Reporting and Audit office)
  - **Scope Start:** First day in date range for incurring expenses covered by this invoice.
  - **Scope End:** Last day in date range for incurring expenses covered by this invoice.

**Additional features:**

- A **Enable/Disable Notification:** See [Notifications](#) section.
- B **Check calendar exceptions:** Identifies possible issues or irregularities on the due dates and period scope. For a list of exceptions, See [Appendix C](#).
- C You can add additional line items by first selecting a payment line using the check box  and clicking the + button. You can also delete line items by first selecting a payment line using the check box  and clicking the **Delete** button.

Back to [Payments & Deliverables](#) section.

## Deliverables Only

The screenshot shows a user interface for selecting an activity type. At the top right, there are three icons: a downward arrow, an upward arrow, and a plus sign. Below these is a dropdown menu labeled 'Activity Type\*' with 'Deliverables only' selected. To the right of the dropdown are three icons: a plus sign, a circle with an 'X', and a diamond. Below the dropdown is a text input field with a lock icon on the left and the text 'Complete detailed schedule on the Deliverables Section'.

The payment will be based solely on **Deliverables**. For setting up deliverables, see the [Deliverables section](#).

## Appendix B: Deliverable Details

### Financial Reporting

To set up **Financial Reporting** as a deliverable:

Deliverable: Financial Reporting  
 Frequency\*: [dropdown]  
 Payment Driver:   
 Required:

1. Check the **Required** checkbox to begin. If this is a payment driver (i.e., payment will be released only when deliverable is submitted), check the **Payment Driver** checkbox.
2. Select the **Frequency**:
  - i. **Monthly**: Deliverables are expected every month
  - ii. **Quarterly**: Deliverables are expected four times a year, every 3 months.
  - iii. **Bi-Annual**: Deliverables are expected twice a year, every 6 months.
  - iv. **Annual**: Deliverables are expected once a year, every 12 months.
  - v. **Irregular**: Deliverables due dates do not have a regular interval as per the four selections above.
  - vi. **Off-cycle**: There are deliverables due dates in between.
3. Click on the expand/collapse or the expand all button marked in red on screenshot above.

More Details Enable/Disable notification for all items Check calendar exceptions

Deliverables Schedule (Click on '+' to add Schedule) Calculate Dates Delete +

Report Type*	Requested Amount	Due Date*	Scope Start*	Scope End*	Notification
<input type="checkbox"/> Interim	0.00	MMM d, y	May 1, 2023	MMM d, y	<input type="checkbox"/>
<input type="checkbox"/> Interim	0.00	MMM d, y	MMM d, y	MMM d, y	<input type="checkbox"/>
<input type="checkbox"/> Interim	0.00	MMM d, y	MMM d, y	MMM d, y	<input type="checkbox"/>
<input type="checkbox"/> Interim	0.00	MMM d, y	MMM d, y	MMM d, y	<input type="checkbox"/>
<input type="checkbox"/> Final/Holdback	0.00	MMM d, y	MMM d, y	MMM d, y	<input type="checkbox"/>

4. Enter the first **Due Date, Scope Start & End Dates**, and click **Calculate Dates** button (marked in red above) to automatically populate the remaining date fields.  
**Note:** Users can also manually select each date from the calendar icon, or manually enter the date using the format MMM DD, YYYY/ e.g., Nov 23, 2023.
  - o **Due Date:** Date the deliverable is due to the Sponsor.
  - o **Scope Start:** First day in date range for the period the deliverable should cover.
  - o **Scope End:** Last day in date range for the period the deliverable should cover.

**Additional features:**

- A Enable/Disable Notification:** See [Notifications](#) section.
- B Check calendar exceptions:** Identifies possible issues or irregularities on the due dates and period scope. For a list of exceptions, See [Appendix C](#).

- c You can add additional line items by first selecting a deliverable line using the check box  and clicking the + button. You can also delete line items by first selecting a payment line using the check box  and clicking the **Delete** button.

Back to [Payments & Deliverables](#) section.

## Audit

To set up **Audit** as a deliverable:

1. Check the **Required** checkbox to begin. If this is a payment driver (i.e., payment will be released only when deliverable is submitted), check the **Payment Driver** checkbox.
2. Select the **Frequency**:
  - i. **Monthly**: Deliverables are expected every month
  - ii. **Quarterly**: Deliverables are expected four times a year, every 3 months.
  - iii. **Bi-Annual**: Deliverables are expected twice a year, every 6 months.
  - iv. **Annual**: Deliverables are expected once a year, every 12 months.
  - v. **Irregular**: Deliverables due dates do not have a regular interval as per the four selections above.
  - vi. **Off-cycle**: There are deliverables due dates in between.
3. Click on the expand/collapse or the expand all button marked in red on screenshot above.

Report Type*	Requested Amount	Due Date*	Scope Start*	Scope End*	Notification
<input type="checkbox"/> Interim	0.00	MMM d, y	May 1, 2023	MMM d, y	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Interim	0.00	MMM d, y	MMM d, y	MMM d, y	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Interim	0.00	MMM d, y	MMM d, y	MMM d, y	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Interim	0.00	MMM d, y	MMM d, y	MMM d, y	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Final/Holdback	0.00	MMM d, y	MMM d, y	MMM d, y	<input type="checkbox"/> <input type="checkbox"/>

4. Enter the first **Due Date, Scope Start & End Dates**, and click **Calculate Dates** button (marked in red above) to automatically populate the remaining date fields.

**Note:** Users can also manually select each date from the calendar icon, or manually enter the date using the format MMM DD, YYYY/ e.g., Nov 23, 2023.

- **Due Date:** Date the deliverable is due to the Sponsor.
- **Scope Start:** First day in date range for the period the deliverable should cover.
- **Scope End:** Last day in date range for the period the deliverable should cover.

**Additional features:**

- A **Enable/Disable Notification:** See [Notifications](#) section.
- B **Check calendar exceptions:** Identifies possible issues or irregularities on the due dates and period scope. For a list of exceptions, See [Appendix C](#).
- C You can add additional line items by first selecting a deliverable line using the check box  and clicking the + button. You can also delete line items by first selecting a payment line using the check box  and clicking the **Delete** button.

Back to [Payments & Deliverables](#) section.

## Progress Report

To set up **Progress Report** as a deliverable:

Deliverable	Frequency *	Payment Driver	Required
<input type="checkbox"/> Progress Report	<input type="checkbox"/> [dropdown]	<input type="checkbox"/>	<input checked="" type="checkbox"/>

- Check the **Required** checkbox to begin. If this is a payment driver (i.e., payment will be released only when deliverable is submitted), check the **Payment Driver** checkbox.
- Select the **Frequency**:
  - Monthly:** Deliverables are expected every month
  - Quarterly:** Deliverables are expected four times a year, every 3 months.
  - Bi-Annual:** Deliverables are expected twice a year, every 6 months.
  - Annual:** Deliverables are expected once a year, every 12 months.
  - Irregular:** Deliverables due dates do not have a regular interval as per the four selections above.
  - Off-cycle:** There are deliverables due dates in between.
- Click on the expand/collapse or the expand all button marked in red on screenshot above.

More Details Enable/Disable notification for all items  Check calendar exceptions

**Deliverables Schedule**(Click on '+' to add Schedule) **Calculate Dates** **Delete** **+**

<input type="checkbox"/>	Report Type*	Requested Amount	Due Date*	Scope Start*	Scope End*	Notification
<input type="checkbox"/>	Interim	0.00	MMM d, y	May 1, 2023	MMM d, y	<input type="checkbox"/>
<input type="checkbox"/>	Interim	0.00	MMM d, y	MMM d, y	MMM d, y	<input type="checkbox"/>
<input type="checkbox"/>	Interim	0.00	MMM d, y	MMM d, y	MMM d, y	<input type="checkbox"/>
<input type="checkbox"/>	Interim	0.00	MMM d, y	MMM d, y	MMM d, y	<input type="checkbox"/>
<input type="checkbox"/>	Final/Holdback	0.00	MMM d, y	MMM d, y	MMM d, y	<input type="checkbox"/>

- Enter the first **Due Date, Scope Start & End Dates**, and click **Calculate Dates** button (marked in red above) to automatically populate the remaining date fields.

**Note:** Users can also manually select each date from the calendar icon, or manually enter the date using the format MMM DD, YYYY/ e.g., Nov 23, 2023.

- **Due Date:** Date the deliverable is due to the Sponsor.
- **Scope Start:** First day in date range for the period the deliverable should cover.
- **Scope End:** Last day in date range for the period the deliverable should cover.

**Additional features:**

- A Enable/Disable Notification:** See [Notifications](#) section.
- B Check calendar exceptions:** Identifies possible issues or irregularities on the due dates and period scope. For a list of exceptions, See [Appendix C](#).
- C** You can add additional line items by first selecting a deliverable line using the check box  and clicking the **+** button. You can also delete line items by first selecting a payment line using the check box  and clicking the **Delete** button.

Back to [Payments & Deliverables](#) section.

**Other Deliverable**

To add additional deliverables, Click the **+** button. A new blank deliverable line will appear.

Deliverable	Frequency	Payment Driver	Required	
> Financial Reporting	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	◇
> Audit	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	◇
> Progress Report	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	◇
> Deliverable *	Frequency * <input type="text"/>	<input type="checkbox"/>	Main Deliverable	+ ⊗ ◇

- **Deliverable:** Enter the name of the required deliverable, as indicated in the funding agreement or letter of award.
- **Frequency:**
  - **Monthly:** Deliverables are expected every month
  - **Quarterly:** Deliverables are expected four times a year, every 3 months.
  - **Bi-Annual:** Deliverables are expected twice a year, every 6 months.
  - **Annual:** Deliverables are expected once a year, every 12 months.
  - **Irregular:** Deliverables due dates do not have a regular interval as per the four selections above.
  - **Off-cycle:** There are deliverables due dates in between.
- **Payment Driver:** If this is a payment driver (i.e., payment will be released only when deliverable is submitted), check the **Payment Driver** checkbox.
- **Main Deliverable:** Use this dropdown menu to indicate who is responsible for completing/submitting the deliverable:
  - **Other Acct Deliverable:** This deliverable is due by the Research Accountant in the VPRI Research Financial Reporting & Audit office and the VPRI office (i.e. documents collected by the VPRI office i.e. ORF- RE forms 4 and 5, Financial Conflict of Interest FCOI) .
  - **PI Deliverable:** This deliverable is due by the Researcher / Principal Investigator OR by the Research Officer on behalf of the Researcher.
- After filling in the deliverable activity information, click on the expand/collapse button to fill in the deliverable schedule.

Deliverable *	Frequency *	Payment Driver	Main Deliverable	
> Name of Deliverable <input type="text"/>	Annual <input type="text"/>	<input type="checkbox"/>	PI Deliverable <input type="text"/>	+ ⊗ ◇

More Details Enable/Disable notification for all items  Check calendar exceptions

📅 Calculate Dates
Delete
+

<input type="checkbox"/>	Report Type*	Requested Amount	Due Date*	Scope Start*	Scope End*	Notification
<input type="checkbox"/>	Interim	0.00	MMM d, y	May 1, 2023	MMM d, y	<input type="checkbox"/>
<input type="checkbox"/>	Interim	0.00	MMM d, y	MMM d, y	MMM d, y	<input type="checkbox"/>
<input type="checkbox"/>	Interim	0.00	MMM d, y	MMM d, y	MMM d, y	<input type="checkbox"/>
<input type="checkbox"/>	Interim	0.00	MMM d, y	MMM d, y	MMM d, y	<input type="checkbox"/>
<input type="checkbox"/>	Final/Holdback	0.00	MMM d, y	MMM d, y	MMM d, y	<input type="checkbox"/>

- Enter the first **Due Date, Scope Start & End Dates**, and click **Calculate Dates** button (marked in red above) to automatically populate the remaining date fields.  
**Note:** Users can also manually select each date from the calendar icon, or manually enter the date using the format MMM DD, YYYY/ e.g., Nov 23, 2023.
  - **Due Date:** Date the deliverable is due to the Sponsor.
  - **Scope Start:** First day in date range for the period the deliverable should cover.
  - **Scope End:** Last day in date range for the period the deliverable should cover.

**Additional features:**

- A Enable/Disable Notification:** See [Notifications](#) section.
- B Check calendar exceptions:** Identifies possible issues or irregularities on the due dates and period scope. For a list of exceptions, See [Appendix C](#).
- C** You can add additional line items by first selecting a deliverable line using the check box  and clicking the + button. You can also delete line items by first selecting a payment line using the check box  and clicking the **Delete** button.

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## Appendix C: Schedule Validation Rules

There are seven (7) due dates and period scope checks applied on each row or activity.

The table below lists the schedule validation rules and which activities they apply to.

RULES	Applies to what Activities
1 First Due date is not equal to Grant Start	Fixed Installment (with Deliverables)
2 Due dates earlier than the FReD create date	Invoiced Fixed, Invoiced Cost Recovery and Financial reporting
3 Fund start date is not equal to Period Start date	Invoiced Fixed, Invoiced Cost Recovery and Financial reporting
4 Fund end date not equal to final period scope end date	Invoiced Fixed, Invoiced Cost Recovery and Financial reporting
5 Due dates > 365 days from the period scope end date	Invoiced Fixed, Invoiced Cost Recovery and Financial reporting
6 Due dates 15 days or less than period scope end date	Invoiced Cost Recovery and Financial reporting
7 Period end date is not March 31st	Tri Agency - Financial reporting

The Check Calendar Exceptions button will appear once you have completed the payment and/or deliverables schedule. Click the **Check calendar exceptions** button to check if there are possible errors or irregularities on the dates entered

More Details Enable/Disable notification for all items [Check calendar exceptions](#)

Payment Method Schedule (Click on '+' to add Schedule) Calculate Dates Delete +

Payment Type*	Due Date*	Scope Start*	Scope End*	Notificati...
<input type="checkbox"/> Interim	Jul 10, 2023	Apr 1, 2023	Jun 30, 2023	<input type="checkbox"/> Scheduled <input type="checkbox"/> Rule Error
<input type="checkbox"/> Interim	Oct 10, 2023	Jul 1, 2023	Sep 30, 2023	<input type="checkbox"/> Scheduled <input type="checkbox"/> Rule Error
<input type="checkbox"/> Interim	Jan 10, 2024	Oct 1, 2023	Dec 31, 2023	<input type="checkbox"/> Scheduled <input type="checkbox"/> Rule Error

If you see the message “**Rule Error**”, this indicates that there **may** be possible issues or irregularities related to the due dates and period scope. Click the message to see a list of Rules that apply to that activity type:

- ❌ Indicates the dates in the schedule are irregular and **may** be incorrect according to the rule.
- ✅ Indicates the dates in the schedule satisfy the rule.

Review the rule messages highlighted in red and compare the dates in the schedule fields against the funding agreement or letter of award to determine if the schedule is correct or if there are possible errors.

Exclude	Rules
<input type="checkbox"/>	❌ Due date is less than 15 days from the period scope end date
<input type="checkbox"/>	❌ Due date is earlier than the FReD create date
<input type="checkbox"/>	✅ Due date is not greater than 1 year from the period scope end date
<input type="checkbox"/>	✅ Fund start is equal to the first Period scope start date

Interim J... Rule Error

If the dates in the schedule fields **are correct**, check the checkbox to highlight the rule in blue and exclude that error message from further validation checks.

Exclude	Rules
<input checked="" type="checkbox"/>	i Due date is less than 15 days from the period scope end date
<input checked="" type="checkbox"/>	i Due date is earlier than the FReD create date
<input type="checkbox"/>	✅ Due date is not greater than 1 year from the period scope end date
<input type="checkbox"/>	✅ Fund start is equal to the first Period scope start date

Interim J... Rule Error



After **confirming** (checking) that the activity is excepted from the rules, click the Calendar Exception Check button again. Continue the process until all Rule Error are gone and Rules Valid shows on each activity.

<input type="checkbox"/>	Payment Type*	Due Date*	Scope Start*	Scope End*	Notificati...
<input type="checkbox"/>	Interim	Dec 1, 2023	Nov 30, 2023	Nov 29, 2024	<input type="checkbox"/> Scheduled <input type="checkbox"/> Rules Valid
<input type="checkbox"/>	Interim	Dec 18, 2024	Nov 30, 2024	Nov 29, 2025	<input type="checkbox"/> Scheduled <input type="checkbox"/> Rules Valid
<input type="checkbox"/>	Interim	Dec 1, 2025	Nov 30, 2025	Nov 29, 2026	<input type="checkbox"/> Scheduled <input type="checkbox"/> Rules Valid
<input type="checkbox"/>	Interim	Dec 1, 2026	Nov 30, 2026	Nov 29, 2027	<input type="checkbox"/> Scheduled <input type="checkbox"/> Rules Valid
<input type="checkbox"/>	Interim	Dec 1, 2027	Nov 30, 2027	Nov 29, 2028	<input type="checkbox"/> Scheduled <input type="checkbox"/> Rules Valid
<input type="checkbox"/>	Final	Dec 1, 2028	Nov 30, 2028	Dec 28, 2028	<input type="checkbox"/> Scheduled <input type="checkbox"/> Rules Valid

