

Mission:

To protect, promote and improve the health of all people in Florida through integrated state, county and community efforts.



Ron DeSantis
Governor

Joseph A. Ladapo, MD, PhD
State Surgeon General

Vision: To be the **Healthiest State** in the Nation

Biomedical Research Grant Quarterly Invoice Template

Frequently Asked Questions (FAQ)

Below is a comprehensive list of frequently asked questions to assist grantees with completing and submitting their **Quarterly Invoice Template** through **DocuSign**.

General Questions:

1. What is the Quarterly Grant Invoice Template?

The **Quarterly Invoice Template** is an automated **DocuSign form** that must be used to submit required invoice documentation, including the **Quarterly Invoice, Quarterly Expenditure Reports, Quarterly Financial Reports and all Progress Reports (Quarterly, Legislative, and Cumulative)**. This template ensures compliance with reporting requirements and enables automated processing of payment requests.

2. Why do I have to use the DocuSign template instead of attaching my own spreadsheet?

The invoice submission process has been fully automated to improve efficiency, ensure accuracy, and expedite payment processing. **All required financial data must be entered directly into the designated fields within the DocuSign template.** Attachments containing financial data **will not be accepted**, as they cannot be processed through the automated system.

3. What happens if I submit my invoice outside of the required DocuSign template?

Invoices submitted in an incorrect format **will not be processed** and may result in payment delays. It is essential to complete and submit all required documentation within the DocuSign template to avoid disruptions in funding.

Completing the Financial Expenditure Report

4. What do I do if I have more expense lines for a budget category than there are lines available in the template?

If you exceed the available lines for a given budget category:

- Summarize the expenses in the available fields within the template.

- Attach a **detailed supporting document** listing the additional expenses using one of the **paperclip icons** in the form.
- Clearly **title the attachment to reference the corresponding budget category**, e.g., “[Grant Number] – Personnel Expense Details”.

5. Can I attach receipts and other financial documents to support my expense report?

Yes. While all required financial data must be entered in the designated fields within the template, **supporting documentation such as receipts, payroll reports, and justifications may be uploaded as attachments**. Use the **paperclip icons throughout the template** to attach relevant files.

Completing the Progress Reports

6. What do I do if I run out of room for my response when filling out one of the progress reports?

If your response exceeds the available space in the form:

- **Attach a separate document** containing your full response.
- Use one of the **paperclip icons** in the template to upload your file.
- Name the document in a way that references the corresponding question, e.g., “[Grant Number] – Progress Report – Question #5”.
- Provide a brief note in the field and indicate that a **full response is attached**.

Routing and Signatures

7. How do I forward the template to the correct party if I received it by mistake?

If you are **not the intended recipient** of the envelope:

- **Do not complete or sign the document.**
- Use the "Assign to Someone Else" feature in DocuSign to **delegate it to the correct person**.
- If you are unable to reassign it, contact Research@flhealth.gov to request a recipient update.

8. How do I transfer ownership of the envelope?

If a signer needs to **transfer ownership** of the envelope due to reassignment or an out-of-office situation:

- Click on "**Other Actions**" in DocuSign.
- Select "**Assign to Someone Else**" and enter the new recipient's email address.
- If this option is not available, contact Research@flhealth.gov to request reassignment.

Technical & Submission Issues

9. What if I need to make corrections after submitting the envelope?

Once the envelope is completed and submitted, it is considered **final**. If you identify an error:

- **Immediately contact Research@flhealth.gov** to request a correction before processing begins.
- If your envelope has not yet been signed by all required parties, you may be able to **void it and submit a corrected version**.

10. What if a required signer is out of office or has left the organization?

If a required signer is unavailable:

- **Before Submission:** Contact Research@flhealth.gov to update the recipient before routing begins.
- **After Submission:** If the envelope is already in progress, the **current recipient can use the "Assign to Someone Else"** feature to delegate the document.
- If the envelope is stuck due to an unavailable signer, **contact Research@flhealth.gov for resolution**.

Deadlines & Processing

11. When is my quarterly invoice due?

Invoices must be submitted **by the due date specified in your grant agreement**. Late submissions may result in delayed payments or financial penalties.

12. How long will it take for my invoice to be processed?

Once submitted through DocuSign, invoices will be processed **within 5 business days** of the final signature and submission of the template. Processing times may vary based on completeness, compliance review, and required approvals.

13. How will I know when my invoice has been fully processed?

You will receive a **DocuSign completion confirmation** once all required signers have approved the submission.

Need Further Assistance?

If your question is not listed above or you need additional assistance, please email Research@flhealth.gov.