MANAGE YOUR SUBAWARD INVOICES WITH FLEXTECS

Dear Colleagues,

Over the past year, we've been working collaboratively with PIs and Department Administrators to better refine the processes associated with research administration. We clearly heard from PIs and Department Administrators that the process to pay subawardees was time consuming and manual. To directly address this, we piloted a workflow system, called flextecs, with Department Administrators and PIs from Steinhardt, Courant and FAS for several months.

We're now excited to share that the system will be available to all PIs and Dept. Admins with subawards starting next week! The system will allow you to:

- Approve subaward invoices at the click of a button
- Seamlessly check the status of a payment
- Ensure payments to subawardees are released on time

How to access:

Next week, you will receive a system-generated email from noreply-subaward-invoices@nyu.edu with the subject line: Subaward Invoices Register Notification. The email will provide you with a link to access the system and a temporary password for the initial login. The application can also be accessed via the 'Work' tab of NYU Home.

Training:

Live demos were conducted for all users during the week of January 26th. Requests for a training refresher should be sent to the appropriate SPA team inbox (SPA.Team.1@nyu.edu or SPA.Team.2@nyu.edu).

How to get help:

Click here to download a quick reference guide for navigating the system. A brief video tutorial is also embedded within the system’s homepage. If you experience any issues, contact the FSM helpdesk at fsm.apps@nyu.edu.