

Accounts Receivable implemented AR Review control that requires their review of Federal Interagency Agreements (IAG). The purpose of AR review is to validate that billing and customer information is complete and accurate. **RAPID/BAR system edits will prevent Award generation in RAPID until AR Review has been completed.**

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Timing

1. SPO to AR

The SPO Contracts Officer will send the DOE/BSO Federal IAG Acceptance Package for AR Review to ARHelp@lbl.gov at the same time that SPO CO's send it to the DOE/Berkeley Site Office for review and acceptance.

It is important for both DOE/BSO and AR to have the appropriate non-technical sponsor contact information (e.g. Name, Email, and phone number) in the package or the email in case there are any questions.

2. AR to SPO

- a. AR will review and approve each AR Review Request within 24-48 hours. AR will let the SPO CO know if there is problem or if the review will take longer.
- b. If AR requires additional financial information on the IAG, AR will contact the sponsor directly for that information. They will let SPO know they are working with the Sponsor regarding the financial information.

If the IAG needs to be amended with additional information, AR will let SPO know so they can triage the acceptance of the IAG with DOE/BSO.

- c. **Prepayment Authorization (Advance Payment)**
If the Federal Sponsor authorizes a prepayment (sometimes referred to as 'Advance Payments'), AR manages the prepayment after the federal award has been accepted by DOE/BSO, authorized by the SPO CO and the SPAA distributed.

OCFO Financial Policy References:

- [Major Financial Management Roles and Responsibilities Between the Divisions and OCFO Field Operations](#)
- [Non-Standard Financial Billing and Payment Terms for Work for Others](#)

**Sponsored Projects Office
AR Review for Federal and NIH (not Grants)
Interagency Agreements (IAG)**

Proposal Review

Which proposals will be reviewed by AR?

The chart below represents the Federal IAG Award Types that will be reviewed by Accounts Receivable (AR) to assure that Billing and Customer information is correct. Federal and NIH award types that are to be excluded are also indicated. **Excluded proposals are not subject to AR Review.**

Type of Federal Award	Award Type
Federal Interagency Agreement	F1
Federal Grants (Paid thru IPAC)	F2
Federal User	F3
Federal Training & Fellowship	F4
DOD Congressionally Mandated Research (CMRP)	Exclude F5
DOD CMRP - Training/Fellowship	Exclude F6
Federal Grants (Paid thru Dept of Health & Human Services PMS-Non NIH)	F7
DOD CMRP - Career Development	Exclude F8
DOD Weapons Activities	F9
NIH Award Types:	
NIH Interagency Agreement	N1
NIH Grants	Exclude N2
NIH Training & Fellowships	Exclude N3
NIH Career Development	Exclude N4

AR Review Certification In RAPID

Proposal Certification Navigation Page

Header	Projects	Resources	Location	Reports	Documents	Certification	Related B+R																																																																																	
Proposal ID:	000005359	Business Unit:	LBNL	PI Name:	Menon,Surabi																																																																																			
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Process:

AR Review Certification Indicator Setup

Unlike the other RAPID certifications, the AR Review Indicator setup is automated within the system. SPO COs do not set it up.

Changing AR Review Certification Indicator from SPO Hold to AR Pending

Maintain WFO/Federal/Federal Proposals/Submit Federal Proposal/LBNL Prop Dist	
Award Type: F1	Advance Type: No Adv
Maintain WFO/Federal/Federal Proposals/Submit Federal Proposal/Approvals	
*Proposal Status:	Approved

When the SPO CO enters the

1. Enters the **Award Type**
2. Enters the **Advance Type**
3. Updates the **Proposal Status** to **Approved**
4. And **Saves . . .**

Where does AR enter its Approval?

AR has its own review panel in RAPID. Once AR Review is complete, AR will change the RAPID **AR Review Certification Indicator** to **YES**.



A screenshot of the RAPID interface showing a search bar with 'AR' and a magnifying glass icon. To the right are two date pickers, both set to '07/11/2008'. In the center is a dropdown menu with 'Yes' selected. To the right of the dropdown is a text field containing 'Lee, Judy F.W.' and another magnifying glass icon. Further right is another date picker set to '07/11/2008'.

How will the SPO CO know AR has approved?

The SPO CO noted in the [Submit Federal Proposal/ Approvals panel](#)¹ will receive an automated approval e-mail at the same time the **RAPID Certification Indicator** is updated to **Yes**.

Federal proposals excluded from AR Review - Automated AR Review Certification Indicator process.

If the proposal is excluded from AR Review, the SPO CO can generate the award. The SPO CO follows the process outlined above. When an Award_Type is chosen for a federal proposal that is excluded from AR Review, the AR Review Certification Indicator automatically changes to N/A.



A screenshot of the RAPID interface showing a search bar with 'AR' and a magnifying glass icon. To the right are two empty date pickers. In the center is a dropdown menu with 'N/A' selected. To the right of the dropdown is another empty date picker.

Changing the Award and/or Advance Types

Sometimes Award and/or Advance Types need to be changed based on contract negotiations or if AR disapproves those originally selected.

When the SPO CO changes the Award and/or Advance type, the **AR Certification Indicator** will revert back to **AR Pending** and the Proposal is reverted back to the **Proposal Status "Approved by Division."** The SPO CO then repeats the AR Review process from the beginning which includes setting the Proposal Status to '**Approved.**' The AR Review certification indicator is again automatically reset to **Pending** and alerts AR of the changes.

If AR disapproves, AR will set the Certification Indicator to "NO" with Comments. The SPO CO will receive an automated email. AR & SPO will work together to resolve problems.

¹ In RAPID, select ... [Maintain WFO](#)→[Federal](#) →[Federal Proposals](#)→[Submit Federal Proposal](#)

When can SPO generate the award?

- When the **AR Certification Indicator** has been set to **N/A**; or the **SPO CO has received the automated AR Review Email**;
- **and all other contractual & internal approvals are in place.**

If AR approval is still pending then the RAPID Award Generation functionality will not work and the SPO CO will get the **RAPID Generate Award error message**. If the SPO CO has questions about the AR Review, they will contact ARHELP@ibl.gov.

Generate Award

From Proposal: 000005098 To Award: LB08005098

From Version: SDJ Award Category: FEDRL

Windows Internet Explorer

Lack of AR Approval Precludes Award Generation (24000,8)
The primary proposal project must contain an AR Certification with the Complete/Not Complete Indicator set to YES

OK

Budget		
	From Budget	To Activity
<input checked="" type="checkbox"/>	INITIAL	0

MOVE