

OSPIP Process/ RAPID Manual	Office of Sponsored Projects & Industry Partnerships Advance Invoice Request and CA Review for Funded WFO Non-Federal, Funded Non-Federal User, and Funded CRADA Agreements
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The RAPID Guidance below covers the specific actions required by the Resource Analysts and OSPIP Contracts Officers to assure that Contract Accounting can issue the Advance Invoice and provide AR Review certification in RAPID. Policies and procedures can be found under the "AR (Contract Accounting) Review and Advance Invoice" topic on the OSPIP [website](#). Note that these procedures are *not used for incremental funding*.

Division RAs and OSPIP COs are to follow the steps outlined for both Advance Invoice and CA Review for Non Federal WFO, User or CRADA awards. Once the two processes are completed, Contract Accounting can issue the Advance Invoice and provide AR Review approval.

Note that the 'Contract Accounting' Department was formally known as 'Accounts Receivable.' The RAPID system reflects the old name 'AR Review,' but it is the same function as 'CA Review.' The two terms are used interchangeably here.

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Advance Invoice Amount

The amount for the Advance Invoice is determined by the *Resource Analyst* in accordance with OCFO Financial Policy for [Advance Payment Requirement for Non-Federal Work for Others' \(WFO\) Sponsors](#). When the amount is determined, the *Resource Analyst* enters it into the *RAPID Proposal Header/Additional Information/Non Federal Advance Amount*.

The screenshot shows the 'RAPID Proposal Header/Additional Information' form. The 'Additional Information' section is expanded, showing a dropdown menu for '*Type:' with 'Non-Federal Advance An' selected. A red arrow points from this dropdown to a dialog box titled 'Non-Federal Advance'. The dialog box contains a text input field for 'Advance Amount' with the value '100000.00' and a 'Requested:' label below it. There are 'OK' and 'Cancel' buttons at the bottom of the dialog.

The *Resource Analyst* clicks on the **Details Box ...**

and then completes the **Advance Amount**.

Non-Federal Advance

Advance Amount

Requested:

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If during the course of negotiations the Advance Amount changes, the OSPIP CO will ask the *Resource Analyst* to update the Non-Federal Advance Amount and provide **Comments** by recording the reason for the revision. The OSPIP CO does not update this field.



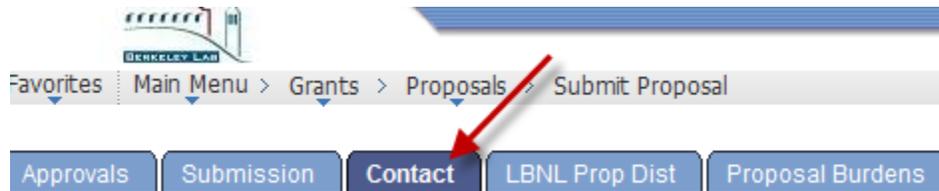
The screenshot shows a software interface with a blue header bar labeled "Additional Information". On the right side of the header, there are navigation options: "Find | View All", "First", "1 of 2", and "Last". Below the header, there is a form with two main sections. The first section is labeled "*Type:" and contains a dropdown menu with the text "Non-Federal Advance An" and a small icon of a document with a red stamp. The second section is labeled "Comments:" and contains a large, empty text input box. A red arrow points from the text in the paragraph above to the text input box.

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Advance Invoice Contact Information

The address for the Advance Invoice comes from the **Contact** tab under 'Submit Proposal' in RAPID.



The *Division RA* will determine the Advance Invoice Contact person and address and will add this information to the Contact page. If a contact has more than one role, they will add each of the roles appropriately.

Sponsor ID PL600 LOCKHEED MARTIN CORPORATION

Scroll Area Find | View All First 1 of 1 Last

Contact Location

Salutation Code MR *First Name Bob Middle Initial

*Last Name Patterson Title SUVI Subcontract Administrator

Roles Find | View 1 First 1-2 of 2 Last

*Contact Role ADMIN	Administrative Contact	<input type="button" value="+"/> <input type="button" value="-"/>
ADVINV	Advance Invoice Address	<input type="button" value="+"/> <input type="button" value="-"/>

Address Line 1 Lockheed Martin Advanced Technology Center

Address Line 2 Org. ADBS, Bldg. 252 Add/Update Contact

Address Line 3 3251 Hanover Street Add/Update Location

City Palo Alta State CA Zip Code 94304

Country USA United States Mailing Address Telephone 650 4242503 [Comments](#)

Cell Phone Fax

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The *OSPIP CO* will verify the Advance Invoice information on the Contacts page is correct and update it if needed. There must be an ADVINV role on the Contacts page in order for Contract Accounting to process the Advance Invoice.

OSPIP Process: CA Review

To assure that appropriate Contract and Billing structures are set up, Contract Accounting reviews new agreements for

- Non Federal WFO Agreements
- Funded User Agreements, and
- Funded CRADAs

Non-Federal RAPID Award Types Subject to CA Review	Award Type
WFO Agreement	C1
Co-Funded CRADAs	C2
100% Funds-In CRADAs	C3
USIC CRADA	C4
Proprietary User Agreement	C5
NonProprietary User Agreement	C6
Training and Fellowship	C7
UC Discovery CRADAs	C8

Awards cannot be generated from these proposals until the CA Review has been completed.

Amendments

CA Review is not required for Amendments because billing is already setup.

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Award Type Selection

An Award type must be selected in RAPID for each proposal.

The *OSPIP CO* enters the information in the 'Submit Proposal' → **LBNL Prop Dist** panel.

avorites Main Menu > Grants > Proposals > Submit Proposal

Approvals Submission Contact **LBNL Prop Dist** Proposal Burdens

Proposal ID: 000006140 **Business Unit:** LBNL **PI Name:** Chen, Jinsong
Version ID: AMD1
Title: Development of stochastic methods for inverting 2D CSEM

Customer ID: PC303 CHEVRON ENERGY TECHNOLOGY COMPANY

Award Type: **Bill Type:** NOF **Advance Type:**

When does OSPIP Request AR Review?

- At the same time that the Advance Invoice is requested.

When will CA complete AR Review?

- At the same time that the Advance Invoice is processed.
- CA will let the OSPIP CO know if there is a problem or the review will take longer.

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What happens if there is a new Award_Type setup required?

If the bottom of the RAPID "[LBNL Prop Dist Page](#)" is not "filled in", the Award_Type/Advance_Type setup will be completed by CA as part of the AR Review control activity.

Approvals	Submission	Contact	LBNL Prop Dist	Proposal Burdens
Proposal ID:	000005936	Business Unit:	LBNL	PI Name: Tindall,Craig S
Version ID:	V1			
Title:	Silicon Detectors with a Thin Entrance for Neutron Detec			
Customer ID:	PH601	HONEYWELL AEROSPACE		
Award Type:	<input type="text" value="C1"/> 	Advance Type:	<input type="text" value=""/>	
Bill-To Customer:				
Cost Dist:				
Fund Code:		B +R:		MARS Code:



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Certification Panel: AR Review

Header	Projects	Resources	Location	Reports	Documents	Certification	Related B+R
Proposal ID:	000005414	Business Unit:	LBNL	PI Name:	Gullikson, Eric M		
Version ID:	V1						
Title:	EUV Optics Characterization in Support of the Solar Ultr						
Proposal Project Find View All First 1 of 1 Last							
Proposal Project ID: M80029 EUV Optics Characterization in Support of the Solar Ultr							
Certification Customize Find First 1-8 of 8 Last							
Certification Info Review and Status							
*Certification Code	Certification Date	*Indicator	Certified By	Approval Date	Assurance Number	Exemption Number	
AN	09/02/2008	N/A	Gullikson, Eric M	09/02/2008			+ -
AR		AR Pending					+ -
COI	09/11/2008	No	Ford, Angela R	09/11/2008			+ -
DOEAG		SPO Hold					+ -
DOECO	09/16/2008	Yes	Byrd, Jacolyn L	09/16/2008			+ -
DOEWV	09/11/2008	N/A	Ford, Angela R	09/11/2008			+ -
HS	09/02/2008	N/A	Gullikson, Eric M	09/02/2008			+ -
NEPA	09/10/2008	Yes	Johnson-Benjamin, Quaniit	09/10/2008			+ -

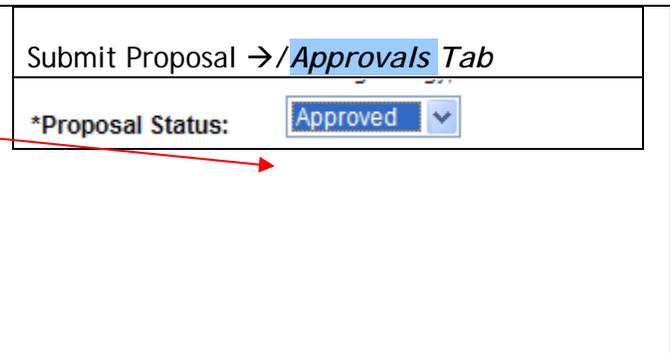
How is the AR Review Certification Indicator set up?

Unlike the other RAPID certifications, the AR Review Certification Indicator is automated within the RAPID system. This line is 'grayed out' and the OSPIP COs cannot change it. If the indicator needs to be reset, the OSPIP CO will contact RAPIDHelp@lbl.gov.

How does the AR Review Certification Indicator automatically change from 'SPO Hold' to 'AR Review'?

When the OSPIP CO:	Submit Proposal → /LBNL Prop Dist Tab
Enters the Award Type	Award Type: F1
Enters the Advance Type	Advance Type: No Adv

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<p>And on the Approvals Tab, updates the Proposal Status to Approved And Saves . . .</p> <p>The AR Review Certification Indicator on the Certification page will automatically update to AR Review.</p>	<p>Submit Proposal → / Approvals Tab</p> <p>*Proposal Status: <input type="text" value="Approved"/></p> 
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Award/Advance Type Changes

What happens if I have to change the Award Type and/or Advance Type based on negotiations or if CA disapproves the selection of Award and/or Advance Type?

When the *OSPIP CO* changes the Award Type 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 OSPIP CO and CA will repeat the process.

AR Approval

Where Does Contract Accounting Enter its Approval?

CA has its own review panel in BAR. Once their review is complete, CA will approve and the RAPID **AR Review Certification Indicator** is updated to **YES**.



AR 07/11/2008 Yes Lee, Judy F.W 07/11/2008

How will I know CA has approved without going into RAPID?

The OSPIP CO noted in the 'Submit Proposal' / **Approvals** Tab will receive an automated approval e-mail.

At the same time in RAPID the **AR Certification Indicator** is updated to **Yes**.

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When I can generate the award?

As soon as the CA review is complete and the **AR Certification Indicator** has been flipped to **Yes**. If CA has not approved the Accounting Setup, then the RAPID Award Generation functionality will not work and the **RAPID Generate Award error message** indicates that CA Review is still pending. If you are having problems about the CA Review, please 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			Customize Find 	First	1 of 1	Last
	From Budget	To Activity				
<input checked="" type="checkbox"/>	INITIAL	0	INITIAL			

MOVE