



New Award Billing Information Review Form

DATE: _____

REVIEWER (Name and Initials): _____

Purpose: This form is used to review new awards to ensure that billing information is correct based on award terms and conditions.

Billing Information Review

The following fields in the Award Management form should be reviewed. Appropriate changes should be made as necessary:

- Award Manager**
- Award Status**
- Billing Cycle**
- Billing Distribution Rule**
- Billing Format**
- First Billing Offset Days**
- Burden Schedule**
- F and A Rate**
- Contact Information** – Fiscal and Department/Program contact information; name, title, and phone number.
- Events** – If applicable enter/review events.
- Hard Limit Box**
- Interest Income**
- Invoice Certification**
- Notes** – Special sponsor terms or requirements (re: billing information, final report is due, payment clauses.)
- Reports** – Due date of all technical and financial reports. **Note:** On all awards that require a final invoice, a “Final Invoice” should be entered in the Reports region.
- Terms** – Billing terms; vary based on award terms and conditions.

The following fields in the Project form should be reviewed. Appropriate changes should be made as necessary:

- Project Status**
- Burden Schedule** – May be overridden on Task, if applicable.
- F and A Rate** – May be overridden on Task, if applicable.

Invoicing Folder Documents:

- RF Award Billing Information Report
- New Award Billing Information Review Form