

OSPIP CA Review & Advance Invoice Instructions
September 17, 2010

Mechanism	Type	Request	Subject Line	Body	Attachments
Non Federal	New	CA Review Adv Invoice	CARev & Adv Proposal# Ver #; LBNL Awd#; Sponsor Ref# (if known)	Only Special Instructions	Agreement** w/o SOW
	Amendment w/RAPID Proposal	Adv Invoice	Adv Inv Proposal # Ver #; Awd#; Sponsor Ref# (if known)	Only Special Instructions	Amendment w/o SOW
	Amendment w/o RAPID Proposal	Adv Invoice	Adv Inv Awd#; Sponsor Ref# (if known)	Only Special Instructions	Amendment w/o SOW
Federal	New	CA Review	CA Rev Proposal# Ver#	Only Special Instructions	Award w/o SOW

Send emails to ARHelp@lbl.gov

The Advance Invoice **\$amount** and address is input by the Division RA.

The OSPIP CO verifies that RAPID contains the ADVINV Contact Role and address, and updates the information if necessary.

The OSPIP transmittal letter to the Sponsor includes language about payment of the advance invoice before the work may commence.

** OSPIP CO will send an **unsigned** Agreement only if an Advance Invoice is requested by the Sponsor before the Agreement is signed. This Advance Invoice must be sent to the OSPIP counterpart (CO, legal, etc.) at sponsor. The OSPIP CO will immediately notify CA when the Agreement is signed and forward a copy of the fully signed Agreement (w/o SOW) to CA at that time.