# ARPA-E's Invoice Process

October 21st , 2015

How can you submit an invoice?

First:

- Register your organization in the Department of Energy's **Vendor Inquiry Payment Electronic Reporting System** (VIPERS) at the Oak Ridge Financial Service Center (ORFSC)

- **Website**: https://vipers.oro.doe.gov/vipers.aspx
- **Address:** Oak Ridge Financial Service Center
200 Administration Road
Oak Ridge, Tennessee 37830
- **Phone:** (888) 251-3557
- **Fax:** (865) 574-5374
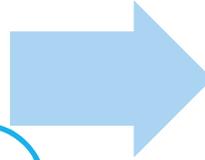
Then:

- Prepare the SF-270
- Submit with supporting documentation to both the ORFSC (https://vipers.oro.doe.gov) **AND** email to designated ARPA-E project support team member

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Invoice 30 day timeline

Day 1: Invoice Submission

- Submit SF-270 and supporting documentation to both VIAS and ARPA-E representative
- Requests may be submitted no more frequently than every two weeks
- Expenses submitted should be relevant to the technical performance of the project for the period being reported

Day 2-10: Data Input & Financial Review

- ARPA-E reviews to assess both your Project's adherence to Government cost principles and in meeting established tasks
- ARPA-E will issue questions to performer within 10 days

Day 11- 15: Performer resolution

- If no questions sent for final approval
- Performer returns follow-up information by day 15

Day 16-30: PD & VIAS Approval

- Final review of all documentation and cost against project
- Invoice processed through ARPA-E systems
- Invoice processed through Oakridge for payment

> ARPA-E will work to meet this notional timeline we ask performer teams to partner with us to achieve it.

What is supporting documentation?

In addition to submitting the SF-270, you can submit the following as supporting documentation:

Categorized invoice on organization letterhead

ARPA-E invoice template (found at the back of Cooperative Agreement Attachment I – Terms & Conditions)

Financial system reports filtered on the specific project expenses for the submission POP

Equipment/supplies receipts

Travel Receipts (travel itinerary, hotel, meals above $75, etc)

- Budget Justification cost categories **must be clearly outlined** on invoice supporting documentation along with the line item expenses that total the category invoice amount

- If ARPA-E cannot correlate the invoice supporting documentation expenses to the budget justification, the invoice will be **short paid or rejected**

CHANGING WHAT'S POSSIBLE

Actions ARPA-E take on invoices

Pay in full
- All supporting documentation was included
- Cost are reasonable to applicable certification

Questions
- Will ask questions about cost and/or documentation
- Performers are asked to respond with in 5 business days

Pay to the Maximum Amount
- Pay as much of invoice that is allowable, reasonable, allocable
- Performer can address cost on future invoice

Reject
- No supporting documentation sent to ARPA-E
- SF-270 does not match supporting documentation

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Contact Us:

Jessica Kaplan

for programmatic/invoice support.

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ARPA-E Communications & Outreach Support

Using Communications to Position Your Project for the Next Stage of Development

October 21st, 2015

Support Overview

Media Coverage

- Actively pursue press coverage
- Review awardee press releases
- Email allison.finder@hq.doe.gov

Media Kit

- Provide resources (including samples and templates) for interacting with media and developing a press kit
- Email arpa-e-comms@hq.doe.gov to share photos and milestones

Fact Sheets

- Produce one-page summaries of each project

Energy Innovation Summit

- Coordinate participation at the Summit and Technology Showcase
- Provide opportunities for networking

Contact Us:

Contact the

ARPA-E Communications & Outreach Team

for media or promotional support.

arpa-e-comms@hq.doe.gov

202-287-5440

QUESTIONS?