USER GUIDE

Request for Payment (RFP) Submission Guide

For Research Administrators / Contract Officials / Fiscal Agents
(Agency Administrator or Financial Officer role on OKGrants)

Version: 2016-05-25

About this guide

Purpose of this guide	The Request for Payment (RFP) Submission Guide for Research Administrators, Contract Officials & Fiscal Agents contains information about successfully submitting requests for reimbursements of project-related expenses on the OKGrants website. Please note that screen shots shown in this guide may be slightly different from actual screen content.
Users of this guide	Research Administrators, Contract Officials, and Fiscal Agents of OCAST projects (Agency Administrator or Financial Officer role on OKGrants).

Contents

IMPORTANT – READ FIRST 2

When to submit RFPs to OCAST 3
Log in to your OKGrants account 4
Access project application menu 5
Initiate RFP form 7
Complete RFP form 11
Submit RFP form to OCAST 13

What may prevent or delay RFP payment? 14
2016 RFP Submission Closing Dates 15

IMPORTANT – READ FIRST

Make sure to click the SAVE button located at the top of the page while working on a page, otherwise you may lose information.

Make sure to change the status of your completed RFP from "RFP in Process" to "RFP Submitted." If the RFP is kept in the "RFP in Process" status, it will not be submitted to OCAST for payment processing.

Any RFP in the "RFP in Process" status past 90 days after the contract funding period end date will not be paid by OCAST.

OCAST will not be responsible for tracking RFPs in the "RFP in Process" status, so it is your responsibility to make sure to monitor all active RFPs within the OKGrants system and either submit by changing to "RFP Submitted" status or cancel by changing to "RFP Cancelled" status as needed in a timely manner. Failure to do so may result in loss of funds.

Request for Payment (RFP) Submission Instructions

When to submit RFPs to OCAST

RFPs can be submitted to OCAST **only** during the contract funding period and 90 days after the final date of the funding period. As part of standard administrative procedures applied to all OCAST award contracts, any remaining funds associated with OCAST award contracts are deobligated and returned to general program funds when one of the following occurs (whichever comes first):

- following receipt of a properly completed and executed RFP marked as "final," that is submitted to OCAST no later than 90 days after the final date of the funding period, or
- at the conclusion of the period of 90 days after the final date of the funding period.

IMPORTANT: **Any RFP claim that is submitted to OCAST after the 90 day period shall be disallowed by OCAST.**

In OKGrants, an RFP can be submitted when the project (OCAST application) is in the Contract Executed status. If the status of the project is in Modification Request Submitted status, then an RFP cannot be submitted until the request has been processed and the status returned to Contract Executed status by OCAST.

Only one RFP can be submitted at a time, so if you have several RFPs to submit make sure to submit the first one before proceeding with the next RFP.

Typical time for RFP payment processing is 3-4 business days; however, if submitted near the beginning or end of the current month processing may be delayed an additional 2-4 days. Please check out the RFP Submission Closing Dates schedule in this guide for important dates.

Log in to your OKGrants account

To access the OKGrants system, go to https://grants.ok.gov. Enter your username and password associated with the Agency Administrator or Financial Officer role and then click the **LOGIN** button.

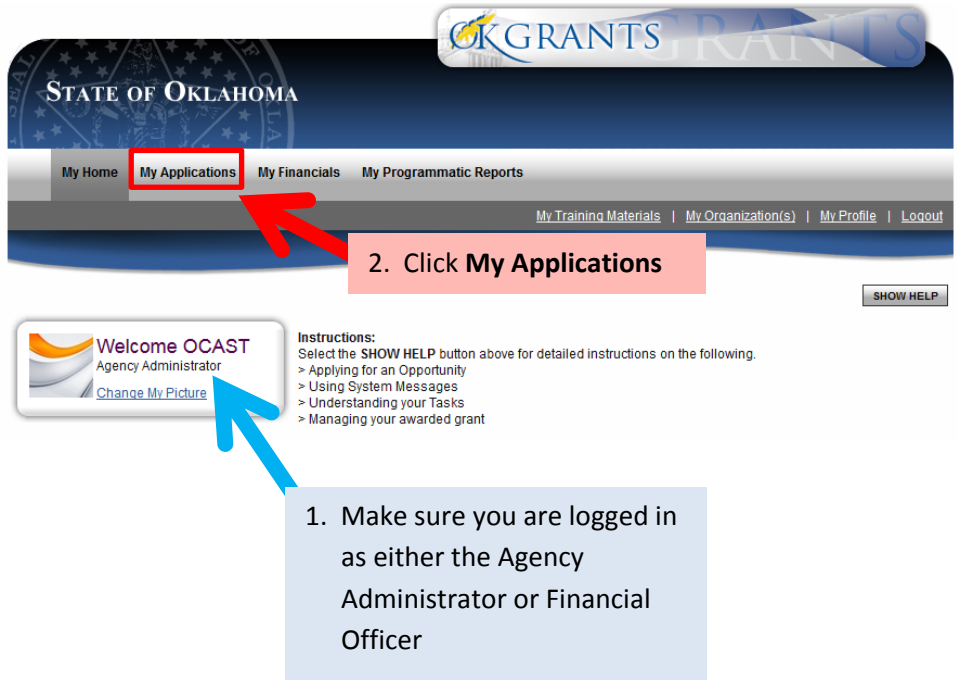
IMPORTANT: Only the **Agency Administrator** or **Financial Officer** role may initiate and submit a progress report. If you are logged in as the Authorized Official, log out and log back in as either the Agency Administrator or Financial Officer which requires different log in credentials. Otherwise, you will not be able to proceed with the RFP submission.

NOTE: If you do not remember your password, click the **Forgot Password?** link and follow the instructions to have a new temporary password sent to you. If you have attempted multiple login attempts and have been locked out of the system, please contact OCAST for assistance.

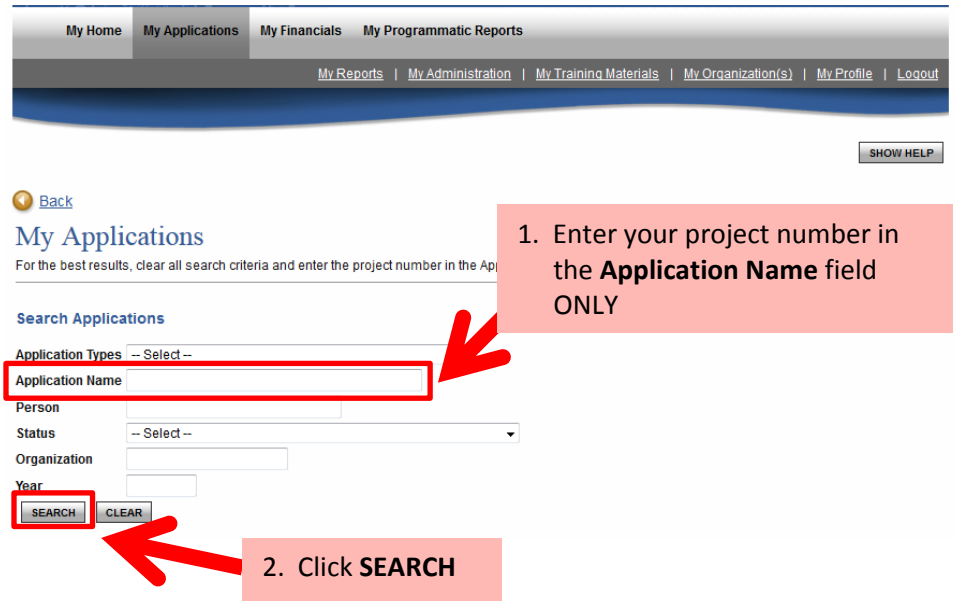
Access project application menu

Follow the steps below for quickly accessing your project application.

1. From the home page, confirm that you are logged in as either an Agency Administrator or Financial Officer and click **My Applications** from the top menu bar.

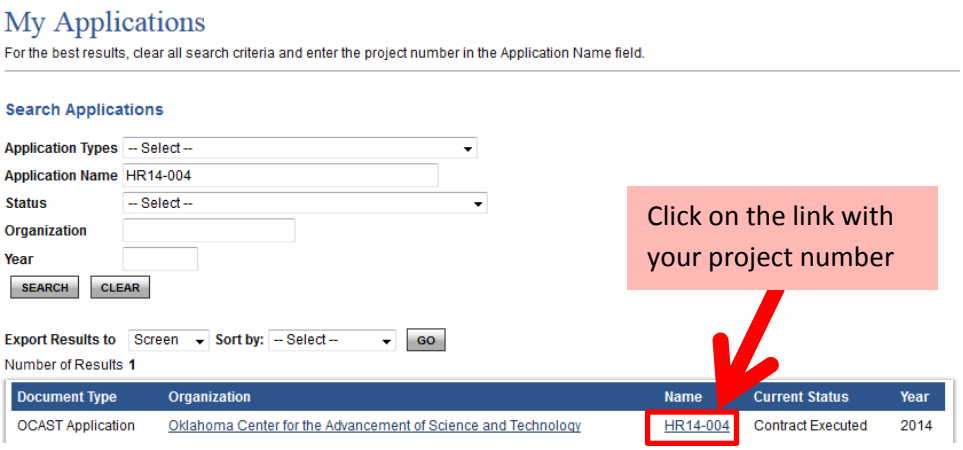


2. On the **My Applications** page, enter the project number in the **Application Name** field and click **SEARCH**. Make sure that the only the Application Name field is used and all the other fields are left blank.



Access project application menu, continued

3. Click on the link with your project number, which will take you to the **OCAST Application Menu** page.



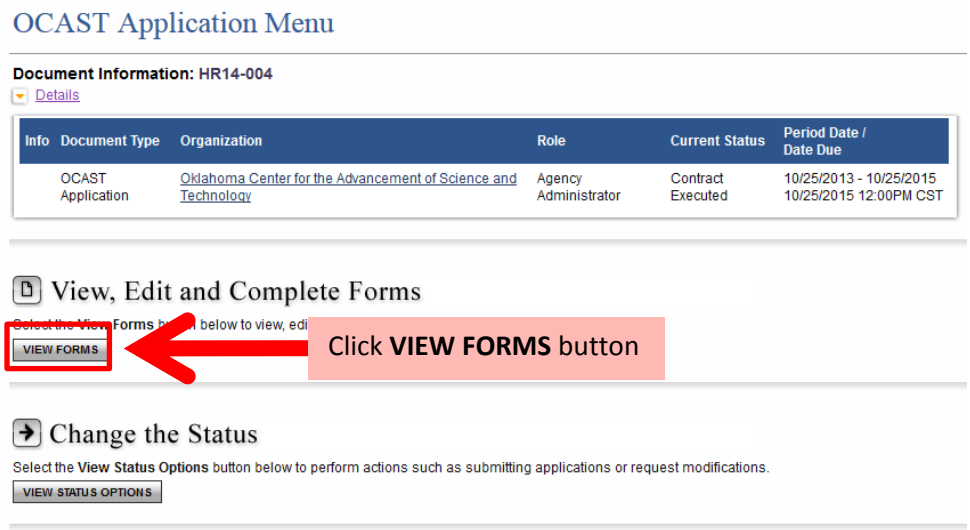
Initiate RFP form

1. From the **OCAST Application Menu** page, click on the **VIEW FORMS** button to go to the **OCAST Application Menu – Forms** page.

IMPORTANT:

- Initiate and submit a **SINGLE RFP AT A TIME** for any given project. Working on multiple RFPs simultaneously can potentially cause calculation errors in the system. If you have more than one RFP to submit for a particular project, make sure that the first RFP is submitted before proceeding with the initiation of the next RFP.

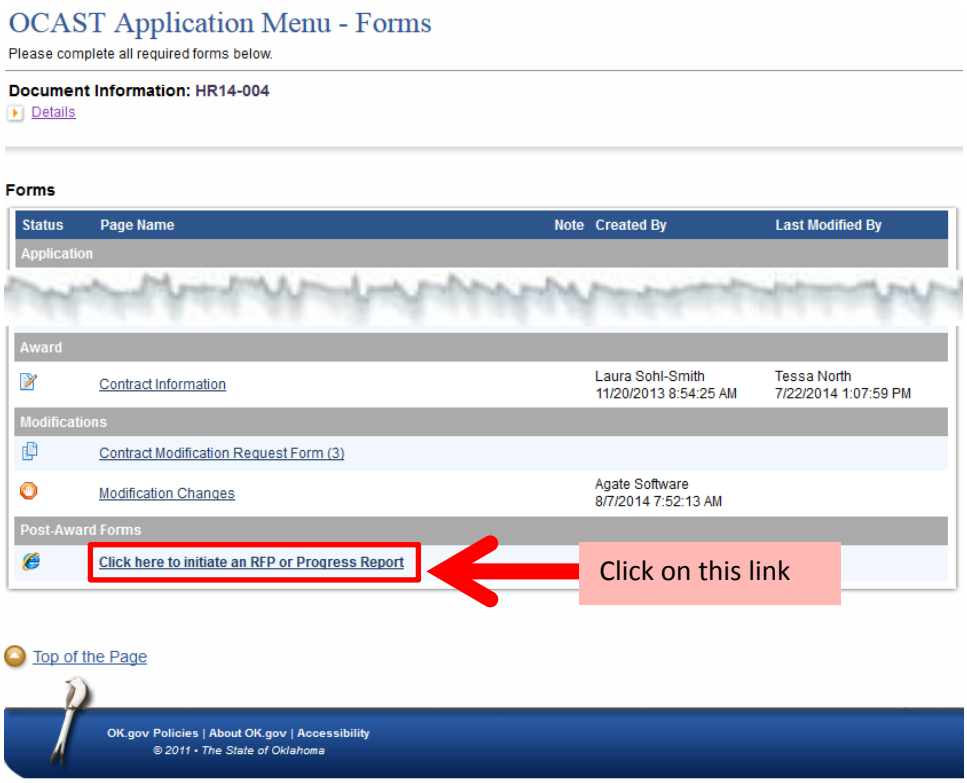
- If the current status of the OCAST Application (project) is in **Modification Request Submitted** status, you will **NOT** be able to submit an RFP until the request has been processed and the status returns to Contract Executed status.



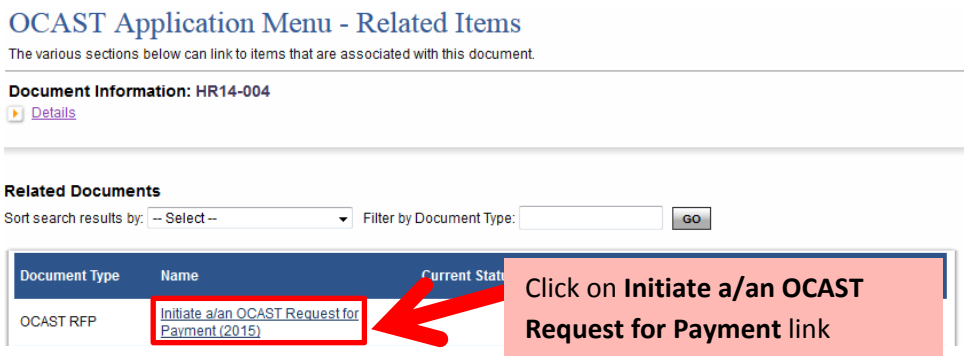
NOTE: OKGrants will only allow RFP submissions during the current contract funding period and 90 days past the funding period end date.

Initiate RFP form, continued

2. Scroll to the bottom of the page and look for the Post-Award Forms section, where you will click on the **Click here to initiate an RFP or Progress Report** link which will take you to the **OCAST Application Menu – Related Items** page.



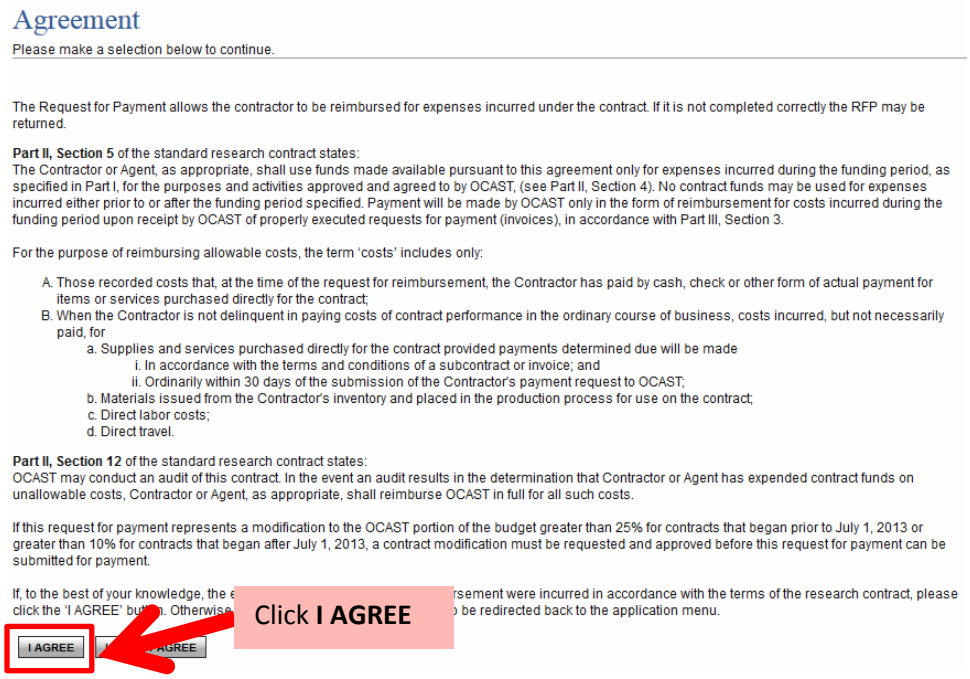
3. Click on the **Initiate a/an OCAST Request for Payment** link, which will take you to the **Agreement** page.



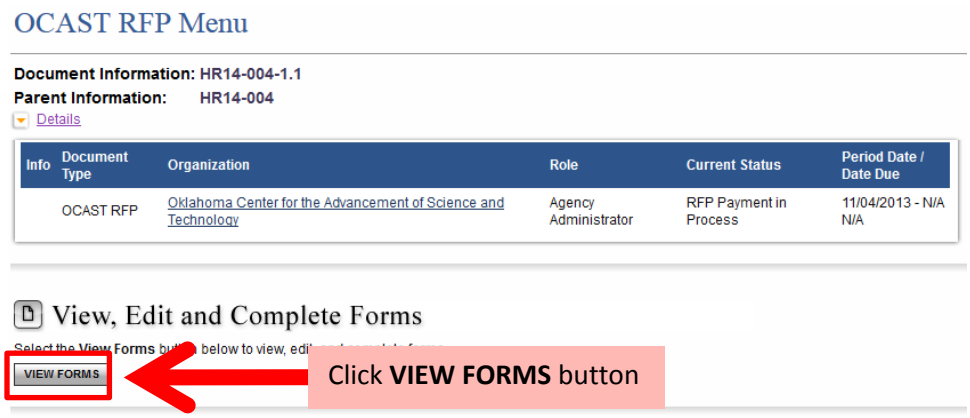
NOTE: If another RFP is in "RFP in Process" status, this link will not available. Please complete submission of the other RFP before proceeding with the current RFP submission.

Initiate RFP form, continued

4. Read the content of the **Agreement** page carefully and click **I AGREE**. This will take you to the **OCAST RFP Menu** page.

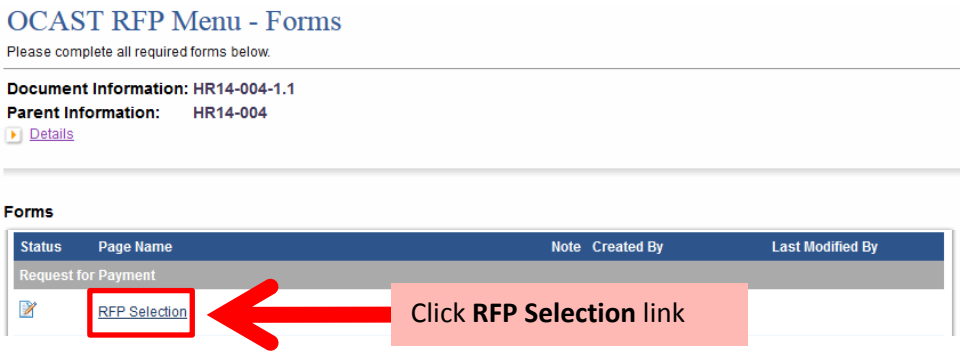


5. Click **VIEW FORMS** to go to the **OCAST RFP Menu – Forms** page.

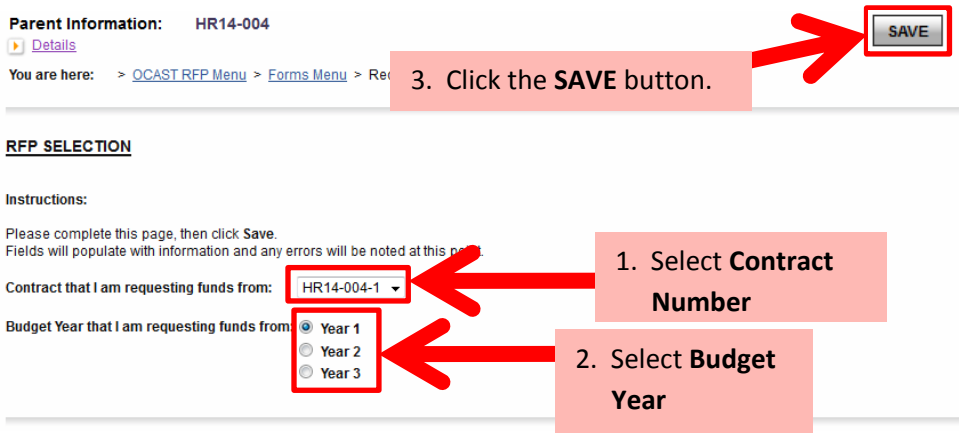


Initiate RFP form, continued

6. Click the **RFP Selection** link which will take you to the **RFP Selection** page.



7. Select the contract number and budget year from which you are requesting funds. Click the **SAVE** button located at the top of the page when finished.

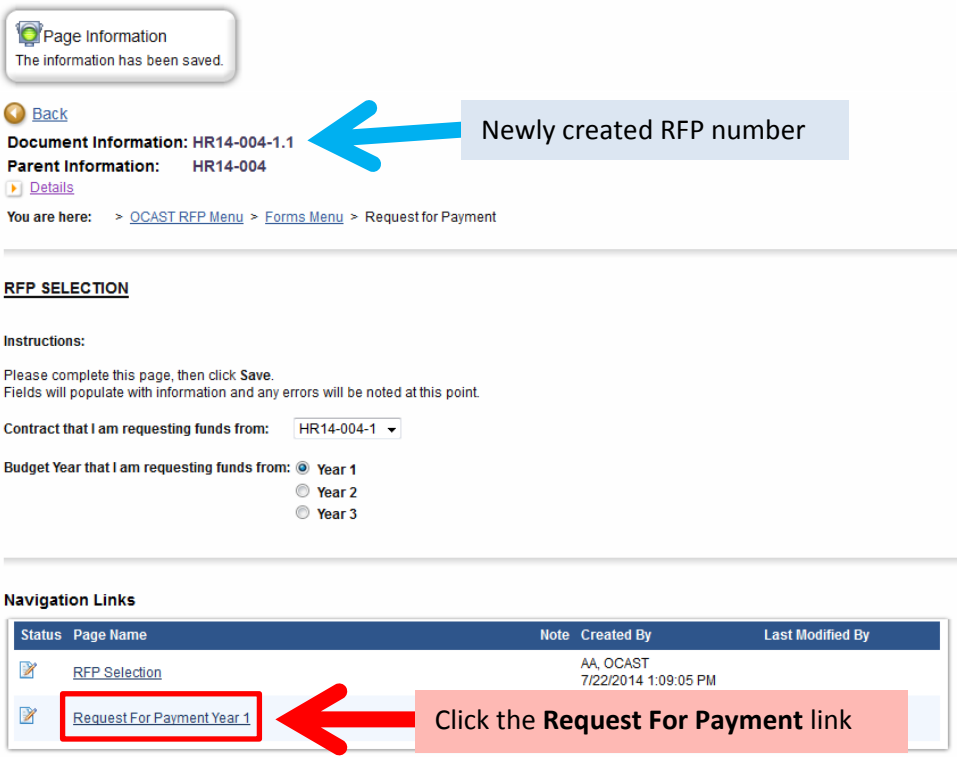


NOTE: Typically the Year 1 budget year corresponds with the first contract of the award, designated with a "-1" in the contract number; Year 2 budget with "-2", and so forth. However, be aware that in some special cases two contract numbers may be associated with a single budget year as a result of a contract modification.

Complete RFP form

1. A new OCAST RFP Document is now successfully created and given a name, which is found next to "Document Information:" near the top of the page. As a result the RFP is now in "RFP in Process" status.

   Click the **Request For Payment** link to access the page where you will enter the financial data you wish to report.



2. Complete the Request for Payment (RFP) form.

   Required fields:

   - Enter the start and end dates for the period in which the expenses you wish to report were incurred.

     IMPORTANT: Do not allow the reporting period to overlap with the dates of June 30th and July 1st (start of OCAST fiscal year) If necessary, submit two separate RFPs to split the amounts; one ending on June 30th and the other beginning July 1st. RFPs with reporting periods overlapping the fiscal years will not be processed.

   - Indicate if the RFP you are submitting is a final submission for the contract. If so, the contract will be closed out and any remaining funds will be returned to general OCAST program funds.
   - In Section 2, column A, enter expenses incurred in each budget category.
   - Enter an amount in the Total Matching Expenditures field for applied research (OARS/AR) and Intern Partnership (IP) projects. This amount, when added to all expenditures to date, needs to meet the 1:1 match requirement.

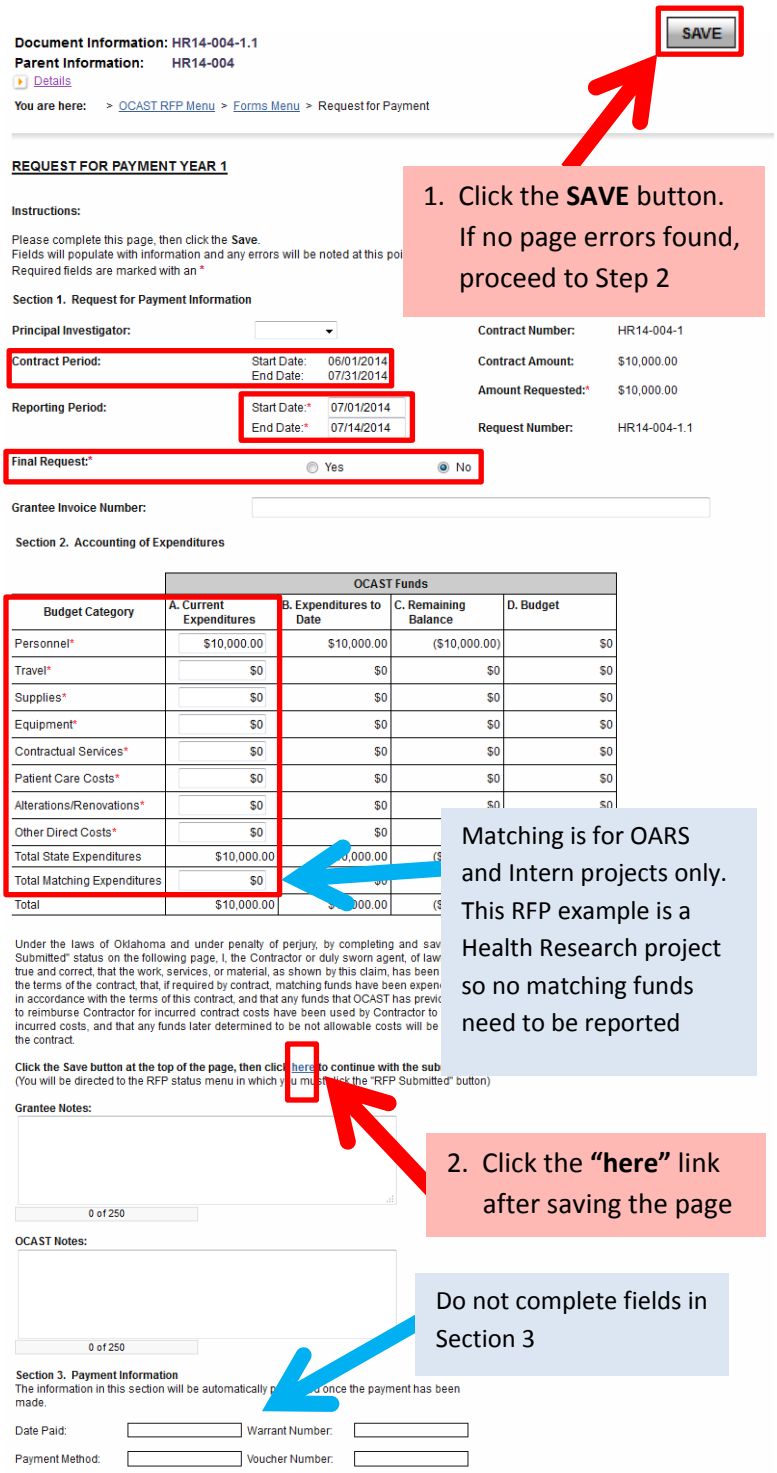
   Optional fields:

   - Enter your internal number in the Grantee Invoice Number field, if desired. This is any number of your choosing and meant for identification purposes.
   - Grantee Notes can be used for recording any notes or comments you wish to associate with this RFP.

Complete RFP form, continued

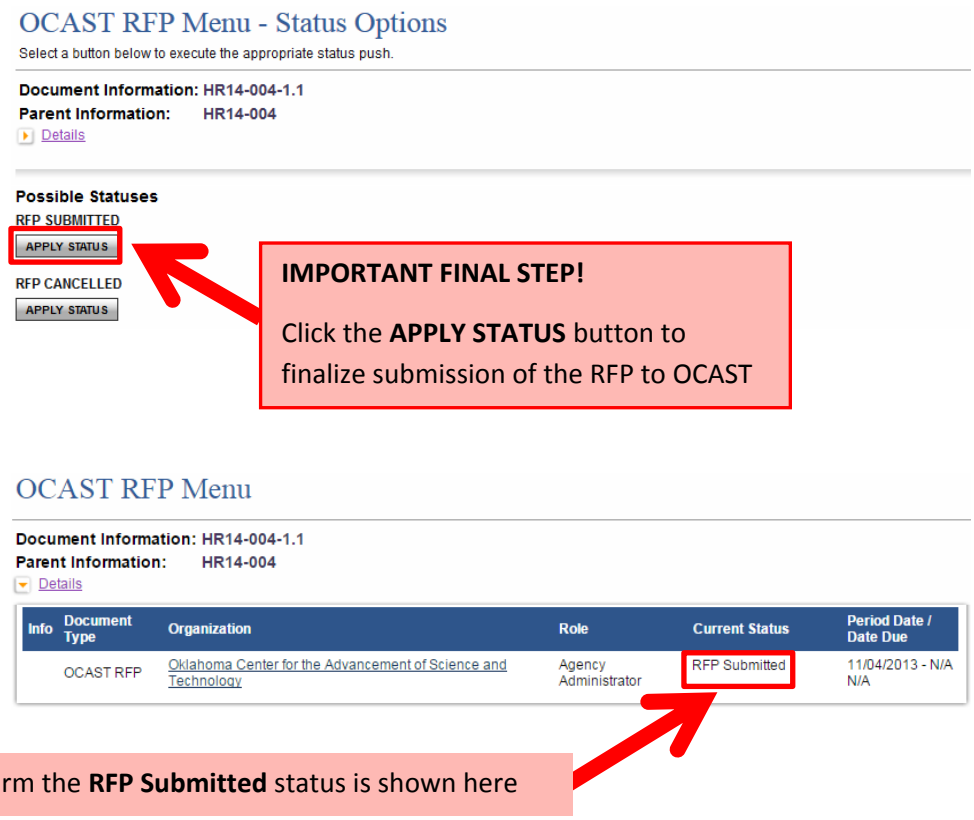
IMPORTANT: Click the SAVE button located at the top of the page when finished. If no errors are found by the system, click the "**here**" link at the bottom of the page, which will take you to the **OCAST RFP Menu – Status Options** page. If there are errors then you will need to correct the RFP form before proceeding.

Request for Payment (RFP) form example:



Submit RFP form to OCAST

1. Click the **APPLY STATUS** button located under **RFP SUBMITTED** to submit the RFP to OCAST. This will change the status of the RFP from "RFP in Process" to "RFP Submitted", which confirms that the RFP was successfully submitted to OCAST and is ready for processing.



2. Congratulations! Now that the RFP is in "RFP Submitted" status, you have successfully completed the submission of your RFP to OCAST.

   OCAST will begin processing the RFP within 1-2 business days. After it has been approved and entered into the State accounting system, the status will be changed to 'RFP Paid'. This status indicates that a payment will be forthcoming. At this point you may reopen and look at the bottom of the RFP to see specific payment information, including the date the RFP was paid, the payment method, the warrant number, and the voucher number. You may use this information to help track paid RFPs.

NOTE: If you need to cancel an RFP and start another, be sure to change the status of the RFP to **RFP Cancelled** before beginning a new RFP.

What may prevent or delay RFP payment?

Failure to change the status of your completed RFP from “RFP in Process” to “RFP Submitted.”

Any RFP in the “RFP in Process” status past 90 days after the contract funding period end date will not be paid by OCAST.

Not monitoring all active RFPs within the OKGrants system and either submit by changing to “RFP Submitted” status or cancel by changing to “RFP Cancelled” status as needed in a timely manner.

Having a reporting period on the RFP that overlaps with the dates of June 30th and July 1st. Since this coincides with the OCAST fiscal year, we cannot process RFPs with this overlap. An RFP with this issue will need to be corrected by the requestor.

Submitting an RFP after the RFP Submission closing date in the current month (See the RFP Submission Closing Dates schedule in this guide for important dates).

Attempting to work on two RFPs at the same time. Instead, do the first RFP and submit, then work on the next RFP.

A final RFP that is submitted to OCAST may be placed on hold pending the receipt of that year’s progress report. Once the progress report is received, the final RFP will be processed for payment.

Not submitting a Contract Modification Request form to OCAST prior to submitting an RFP with line item budget deviations which, in the aggregate, exceeds 10% of the total OCAST contract funds.

2016 RFP Submission Closing Dates

If you would like the RFP to be processed for payment for the following month:	Submit the RFP no later than close of business on this date:
February	Tuesday, February 23, 2016
March	Friday, March 25, 2016
April	Monday, April 25, 2016
May	Wednesday, May 25, 2016
June	Friday, June 24, 2016
July	Monday, July 25, 2016
August	Friday, August 26, 2016
September	Monday, September 26, 2016
October	Monday, October 24, 2016
November	Tuesday, November 22, 2016
December	Thursday, December 22, 2016