COMPLETING SECTION 17A – AGREEMENT TERMS & CONDITIONS

The OSP Contract Officer (“CO”) will enter the following information into the OSP Proposal & Award Acceptance Workflow (“Proposal Workflow”).

1. **Funding Type**

   From the drop down box, choose the funding type (i.e., cost reimbursement, fixed price (invoice based), fixed price (payment schedule) and other).

2. **Internal Budget v. Award Budget**

   If there is not an internal budget and the OSP Sponsored Project Administrators (“SPAs”) should refer to the award budget to enter information into the financial system, choose “Yes.” If there is an internal budget, choose “No.” Provide any additional information, such as page numbers to applicable information in the award, in the Comments field. [Note: Wherever there is an Internal Budget, it must match the awarded budget.]

3. **Invoicing Instructions**

   Identify whether the invoicing instructions in the award are acceptable. If so, choose “Yes.” If there aren’t any instructions in the award, choose “No.” Provide any additional information, such as page numbers to applicable information in the award, in the Comments field.
4. **Final Invoice Due Date**

Identify whether the final invoice is due no sooner than 60 days after the end of the award. If this is accurate, choose “Yes.” If this is not accurate — meaning the final invoice is due earlier than 60 days — choose “No” and clearly explain the situation in the “Comments” field for the SPAs to easily recognize. Provide any additional information, such as page numbers to applicable information in the award, in the Comments field.

*The CO should make every attempt to negotiate out of the award terms and conditions any requirement to provide a final invoice or final financial report fewer than 60 days after the end of the project, as not all of Boise State’s allowable costs may post in the financial system (e.g., salaries, purchase order costs, P-cards).*

| Final invoice due no sooner than 60 days after the end of the project? |
|--------------------------|--------------------------|
| Yes                      | No                       |

**Comments:**

5. **Carry Forward**

Identify whether unexpended funds from earlier budget periods may be carried forward into future budget periods. If so, choose “Yes.” If not, choose “No.” The answer to this question may be explicitly stated in the award terms and conditions or it may be incorporated by reference from an applicable regulation (see, e.g., 2 CFR § 200.308(d)(3) & (d)(4)). Provide any additional information, such as page numbers to applicable information in the award, in the Comments field.

| Carry forward allowed? |
|------------------------|------------------------|
| Yes                    | No                     |

**Comments:**
6. Financial Reporting

Identify whether the required financial reporting in the award is acceptable. If so, choose “Yes.” (Note: Choose “Yes” if there aren’t any reporting requirements in the award.)

Choose “No” if there are problematic, non-standard reporting terms that couldn’t be negotiated out of the award. Provide any additional information, such as page numbers to applicable information in the award, in the Comments field.

Financial reporting requirements are reasonable?

☐ Yes ☐ No

Comments: