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).

   ![Funding Type Drop Down Box](image)

   **Note:** At the beginning of the “Comments” box under “Funding Type,” ensure the **first three characters are your initials**. This enables OSP Post-Award to quickly identify the OSP Contract Officer who reviewed the agreement. If you don’t have three initials, add a period after your second initial. Here’s an example:

   CBG This looks like a fixed-price agreement, but it’s really cost-reimbursement. See Award page 2 of 23.

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.]**

   ![Internal Budget vs. Award Budget](image)

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.

After adding the above information to the Comments field, provide details about any applicable OFC Deliverables for OSP Post-Award. OFC Deliverables are found in Section 3.1.8.8, Update the Contract & Create Deliverables, of the OSP Post-Award Services Procedures Manual. Common Deliverables here include: “D3 – Invoice Reminder (Progress)” and “D4 – Draw Reminder (Progress).” Make sure to add the due dates for these Deliverables. An example follows:

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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).

After adding the above information to the Comments field, provide details about any applicable OFC Deliverables for OSP Post-Award. OFC Deliverables are found in Section 3.1.8.8, Update the Contract & Create Deliverables, of the OSP Post-Award Services Procedures Manual. Common Deliverables here include: “D25 – Final – Invoice Reminder” and “D26 – Final – Draw Reminder.” Make sure to add the due dates for these Deliverables. An example follows:

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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.

5. 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.

After adding the above information to the Comments field, provide details about any applicable OFC Deliverables for OSP Post-Award. OFC Deliverables are found in Section 3.1.8.8, Update the Contract & Create Deliverables, of the OSP Post-Award Services Procedures Manual. Common Deliverables here include: “D5 – Financial Report Reminder (Progress),” “D6 – Financial Report Reminder (Quarterly Summary),” “D23 – Notify Sponsor About Spending 75% of Available Funds” and “D24 – Final – Financial Report Reminder.” Make sure to add the due dates for these Deliverables. An example follows:

***OSP Financial Tech Use Only***
D23 – Notify Sponsor About Spending 75% of Available Funds: Due [Use Tool in Manual]