

From: [Moore, Liz](#)
To: [GO IBR FOA](#)
Subject: DOE/Biomass review - Invoicing and Reporting updates
Date: Monday, October 19, 2009 5:06:07 PM
Attachments: [DOE Merit Reviewer Report.xls](#)
[VIPERS invoicing instructions.doc](#)

Reviewers,

Just a few reminders and updates. It has been brought to my attention that not all of the attachments are making it through to people so I am sending some information out again.

Please work with Jessica Phillips to finish up the concurrence process for each Topic Area. Thanks to those of you who have already replied to this request.

By now, you are all probably participating in or pursuing new projects. Please keep in mind that the information you obtained during the review process is confidential and may not be used for anything other than the review and evaluation process. If you have questions on a situation that may have even the appearance of a conflict, please contact me immediately and I will get you in touch with the Contracting Officer.

The ARRA reporting emails that you are receiving are completely separate from the invoicing process. If you have not submitted your summary to Tammie Lawler (Tammie.lawler@go.doe.gov) using the attached Excel format, please do so ASAP. For assistance with the FederalReporting.gov requirements, contact the DOE Recovery Act Clearinghouse at <https://recoveryclearinghouse.energy.gov>. You can contact the Clearinghouse with your questions using a web-based submittal form, call the toll-free number at 1-888-DOE-RCVY (1-888-363-7289), or browse the list of frequently asked questions. Some of you may be involved with multiple reviews so keep this in mind when you are not sure what to do with a particular email.

Also, at long last, I have instructions on the VIPERS invoicing process. Please step through these if you have questions on submitting an invoice. They were tested by some of the reviewers and found to be very helpful. In terms of hours to count on your invoice, we understand that while many reviewers spent about the estimated 2 hours on the Orals, that some spent more than the estimated 2 hours to review the presentations and in some cases, went over the 2 hours to complete revising the strengths and weaknesses. If (and only if) you have funds remaining to cover it, you may charge for preparation time (typically an hour) and for the time spent on the completing the comments after the Oral Presentations. If you have questions, please let me know.

Thank you all again for your participation. If you have changes to your contact information, please let me know so that we can keep you in mind for future reviews.

Thanks,

Liz
Liz Moore
Project Officer

U.S. Department of Energy
Golden Field Office
Phone: 303-275-4769
Fax: 303-275-4753
email: liz.moore@go.doe.gov

6

8

24

Award Number (Contract or Purchase Order Number)	DUNS Number - 9 digit Data Universal Numbering System	Recipient's internal account number for award. The account number or any other identifying number assigned by the recipient to the award. This number is strictly for the recipients's use only and is not required by the Awarding Federal Agency.

<p>Final Project Report Indicator (i.e. no future reports) (Y or N). Check "Y" only if this is the final report and there will be no further quarterly reports.</p>	<p>Project Status. The status of the work that has been completed. Options for selection: Not started; Less than 50 % completed; Completed 50% or more; Fully Completed.</p>

Number of Jobs. An estimate of the number of jobs created and jobs retained in the US and outlying areas. The number shall be expressed in "full-time equivalent" (FTE). For instance, two full-time and one part-time employees working half days = 2.5 FTE in each calendar quarter. A job cannot be reported as both created and retained.	Description of Jobs Created. Provide a brief description of the types of jobs created and jobs retained.	Total Federal Amount ARRA Funds Received/Invoiced. The amount of Recovery Act funds invoiced by contractor.

**Step-by-step instructions for submitting your invoice to VIPERS
for time and expenses related to DOE grant reviewing consultancies**

1. You must first determine the **Award Number** that is specific to your contract with DOE. To do this, go to the FedConnect web site (www.fedconnect.net).
 - a. Select "Search Public Opportunities".
 - b. Select "Title".
 - c. Type in key words related to your specific FOA such as "integrated biorefinery," "infrastructure" or "consortia" and click on the **Search** button, which should retrieve just one solicitation.
 - d. Click on the title of the corresponding solicitation.
 - e. On the next screen, click on the "Sign In" button.
 - f. On the next screen enter your username (your email address) and password and click the "Sign In" button. These were specified when you registered with FedConnect. If you have forgotten your password there is a way to reset it.
 - g. On the next screen, there are three links at the top of the page, namely **Message Center**, **Opportunities** and **Awards**. Click on **Awards**.
 - h. On the next screen should be a list of one or more contracts specific to you. Find the contract specific to the grant review contract, called Merit Review Services (you might see more than one of these). If you click on Merit Review Services, you will be taken to yet another screen where you can confirm whether or not this item is related to the corresponding solicitation number **DE-FOA-xxxxxxx**.
 - i. After you confirm you have the correct contract identified, go back one screen. The all-important **Award Number** is located in the fifth column from the left on the table that was retrieved, and has the format "DE-EEEnnnnnnn".
 - j. Record this number (Award Number) for future use.
2. Go to the VIPERS web site (<https://finweb.oro.doe.gov/vipers.htm>). *You should use either Internet Explorer or Netscape 8.1 or higher when dealing with VIPERS. Firefox is not recommended for use with VIPERS.*
 - a. Click on "Request VIPERS Access".
 - b. On the next screen is a form to be filled out that is specific to your contract with DOE. It is self-explanatory, but pay close attention to the rules at the bottom of the page regarding valid passwords. Your Tax ID is your SSN. On the third to the last line is where you need to enter your **Award Number**. Enter this number, including all special characters (i.e., dashes), just as it was specified by FedConnect. When you have completed the form, click on Process Request.
 - c. VIPERS will respond by sending you an email. You must respond to this email as instructed to activate your VIPERS account.
 - d. Once you have responded to the VIPERS email, go back to the VIPERS start page (<https://finweb.oro.doe.gov/vipers.htm>). This time, select "Logon to VIPERS".
 - e. Read the Security Notice. Click the 'I Agree' check box. Enter your username and password and click on the Log In button.
 - f. A new screen will appear that has five (5) buttons at the top of the page. Click on **Actions** and pull down to **Electronic Invoicing**. This will return a table with one or more entries specific to your set of contracts with the US Government. You

will recognize your **Award Number** (now called PO/Contract #) in column 1 of the table. Click on the number in blue typeface. This will return an electronic form into which you can enter all the data required to submit your invoice.

- g. After you Verify (or change) the personal information on the first screen, you will be taken to a formatted standard invoice form.
 - i. You will need to itemize your expenses (airfare, hotel (max \$149/night in Denver), food (max \$49/day in Denver, \$36.75 for travel days). Don't forget to subtract any meals you may have billed to your room at the hotel. You do not need to submit receipts for food, but can simply claim the allotted \$49/day. You need receipts for anything over \$75.
 - ii. You will need to scan receipts for airfare, charges for changes to airline tickets, hotel bills and any other allowable expenses into a single PDF document.
 - iii. You can attach a maximum of two (2) documents to the invoices, so plan accordingly. In one document, prepare an itemized form showing the charges for which you would like to be reimbursed. If your organization has a format available for you to use, that is acceptable. In the second document, scan all of your receipts and other backup into one combined file.
 - iv. Don't forget to itemize the hours spent reviewing each proposal, travel time, and time spent at the review panel meeting in Denver. Travel days are 8 hours/day compensated at less than 8 hours/day. The food allowance for travel days is also less than the \$49/day Denver rate.
 - v. Attached your scanned receipts as Adobe Acrobat .pdf files.
 - vi. When you are done, click on the Send Form button.