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](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](https://vipers.oro.doe.gov)) AND email to designated ARPA-E project support team member
Invoice 30 day timeline

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>- Submit SF-270 and supporting documentation to both VIAS and ARPA-E representative</td>
<td>- ARPA-E reviews to assess both your Project’s adherence to Government cost principles and in meeting established tasks</td>
<td>- If no questions sent for final approval</td>
<td>- Final review of all documentation and cost against project</td>
</tr>
<tr>
<td>- Requests may be submitted no more frequently than every two weeks</td>
<td>- ARPA-E will issue questions to performer within 10 days</td>
<td>- Performer returns follow-up information by day 15</td>
<td>- Invoice processed through ARPA-E systems</td>
</tr>
<tr>
<td>- Expenses submitted should be relevant to the technical performance of the project for the period being reported</td>
<td></td>
<td></td>
<td>- Invoice processed through Oakridge for payment</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Documentation Type</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Categorized invoice on organization letterhead</td>
<td></td>
</tr>
<tr>
<td>ARPA-E invoice template (found at the back of Cooperative Agreement Attachment I – Terms &amp; Conditions)</td>
<td></td>
</tr>
<tr>
<td>Financial system reports filtered on the specific project expenses for the submission POP</td>
<td></td>
</tr>
<tr>
<td>Equipment/supplies receipts</td>
<td></td>
</tr>
<tr>
<td>Travel Receipts (travel itinerary, hotel, meals above $75, etc)</td>
<td></td>
</tr>
</tbody>
</table>

- **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**.
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
Contact Us:

Jessica Kaplan
for programmatic/invoice support.

Jessica.Kaplan@Hq.Doe.Gov
202-287-5461
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?