

# **Request for Payment (RFP) Submission Guide**

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

## About this guide

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**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.

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**Users of this guide**

Research Administrators, Contract Officials, and Fiscal Agents of OCAST projects (Agency Administrator or Financial Officer role on OKGrants).

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**IMPORTANT –  
READ FIRST**



Make sure to click the  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 following the final date of the current year funding 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.

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**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.



STATE OF OKLAHOMA

OKGRANTS

My Home **My Applications** My Financials My Programmatic Reports

My Training Materials | My Organization(s) | My Profile | Logout

SHOW HELP

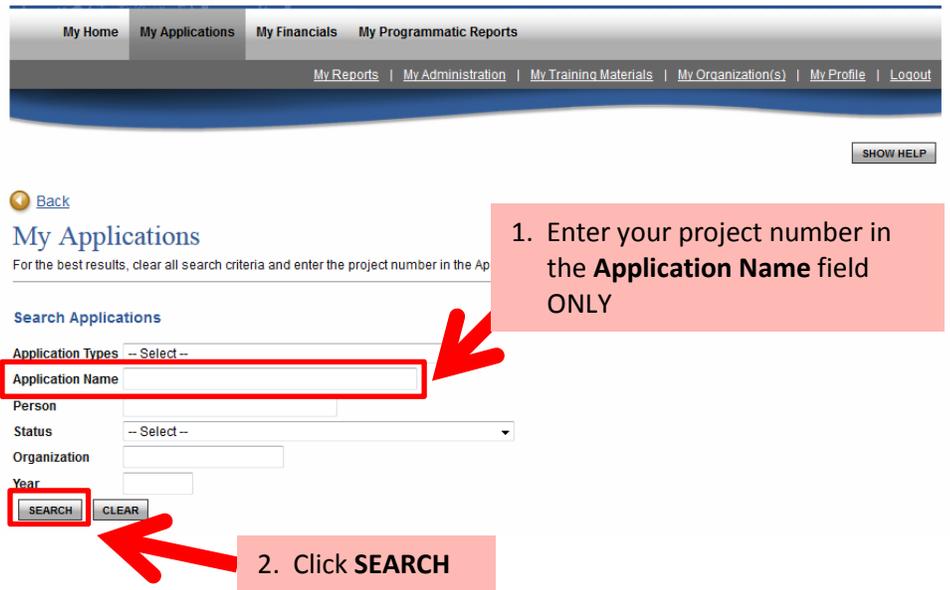
Welcome OCAST  
Agency Administrator  
[Change My Picture](#)

Instructions:  
Select the SHOW HELP button above for detailed instructions on the following.  
> Applying for an Opportunity  
> Using System Messages  
> Understanding your Tasks  
> Managing your awarded grant

2. Click **My Applications**

1. Make sure you are logged in as either the Agency Administrator or Financial Officer

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.



My Home **My Applications** My Financials My Programmatic Reports

My Reports | My Administration | My Training Materials | My Organization(s) | My Profile | Logout

SHOW HELP

[Back](#)

### My Applications

For the best results, clear all search criteria and enter the project number in the Application Name field

Search Applications

Application Types -- Select --

**Application Name**

Person

Status -- Select --

Organization

Year

**SEARCH** CLEAR

1. Enter your project number in the **Application Name** field ONLY

2. Click **SEARCH**

Access project application menu, continued

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

## My Applications

For the best results, clear all search criteria and enter the project number in the Application Name field.

### Search Applications

Application Types -- Select --  
Application Name HR14-004  
Status -- Select --  
Organization  
Year

Export Results to Screen Sort by: -- Select --

Number of Results 1

Document Type	Organization	Name	Current Status	Year
OCAST Application	<a href="#">Oklahoma Center for the Advancement of Science and Technology</a>	<a href="#">HR14-004</a>	Contract Executed	2014

Click on the link with your project number



## 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.

## OCAST Application Menu

Document Information: HR14-004

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	OCAST Application	<a href="#">Oklahoma Center for the Advancement of Science and Technology</a>	Agency Administrator	Contract Executed	10/25/2013 - 10/25/2015 10/25/2015 12:00PM CST

### View, Edit and Complete Forms

Select the **View Forms** button below to view, edit

**VIEW FORMS**

Click **VIEW FORMS** button

### Change the Status

Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

**VIEW STATUS OPTIONS**



**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.

## OCAST Application Menu - Forms

Please complete all required forms below.

**Document Information: HR14-004**

[Details](#)

### Forms

Status	Page Name	Note	Created By	Last Modified By
Application				
Award				
	<a href="#">Contract Information</a>		Laura Sohl-Smith 11/20/2013 8:54:25 AM	Tessa North 7/22/2014 1:07:59 PM
Modifications				
	<a href="#">Contract Modification Request Form (3)</a>			
	<a href="#">Modification Changes</a>		Agate Software 8/7/2014 7:52:13 AM	
Post-Award Forms				
	<a href="#">Click here to initiate an RFP or Progress Report</a>			

Click on this link

[Top of the Page](#)

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

## OCAST Application Menu - Related Items

The various sections below can link to items that are associated with this document.

**Document Information: HR14-004**

[Details](#)

### Related Documents

Sort search results by: -- Select -- Filter by Document Type:

Document Type	Name	Current Status
OCAST RFP	<a href="#">Initiate a/an OCAST Request for Payment (2015)</a>	

Click on **Initiate a/an OCAST Request for Payment** link



**NOTE:** If another RFP is in "RFP in Process" status, this link will not be 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.

## Agreement

Please make a selection below to continue.

The Request for Payment allows the contractor to be reimbursed for expenses incurred under the contract. If it is not completed correctly the RFP may be returned.

**Part II, Section 5** of the standard research contract states:

The Contractor or Agent, as appropriate, shall use funds made available pursuant to this agreement only for expenses incurred during the funding period, as specified in Part I, for the purposes and activities approved and agreed to by OCAST, (see Part II, Section 4). No contract funds may be used for expenses incurred either prior to or after the funding period specified. Payment will be made by OCAST only in the form of reimbursement for costs incurred during the funding period upon receipt by OCAST of properly executed requests for payment (invoices), in accordance with Part III, Section 3.

For the purpose of reimbursing allowable costs, the term 'costs' includes only:

- A. Those recorded costs that, at the time of the request for reimbursement, the Contractor has paid by cash, check or other form of actual payment for items or services purchased directly for the contract;
- B. When the Contractor is not delinquent in paying costs of contract performance in the ordinary course of business, costs incurred, but not necessarily paid, for
  - a. Supplies and services purchased directly for the contract provided payments determined due will be made
    - i. In accordance with the terms and conditions of a subcontract or invoice; and
    - ii. Ordinarily within 30 days of the submission of the Contractor's payment request to OCAST;
  - b. Materials issued from the Contractor's inventory and placed in the production process for use on the contract;
  - c. Direct labor costs;
  - d. Direct travel.

**Part II, Section 12** of the standard research contract states:

OCAST may conduct an audit of this contract. In the event an audit results in the determination that Contractor or Agent has expended contract funds on unallowable costs, Contractor or Agent, as appropriate, shall reimburse OCAST in full for all such costs.

If this request for payment represents a modification to the OCAST portion of the budget greater than 25% for contracts that began prior to July 1, 2013 or greater than 10% for contracts that began after July 1, 2013, a contract modification must be requested and approved before this request for payment can be submitted for payment.

If, to the best of your knowledge, the expenses were incurred in accordance with the terms of the research contract, please click the 'I AGREE' button. Otherwise, you will be redirected back to the application menu.

Click **I AGREE**

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

## OCAST RFP Menu

**Document Information:** HR14-004-1.1

**Parent Information:** HR14-004

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	OCAST RFP	<a href="#">Oklahoma Center for the Advancement of Science and Technology</a>	Agency Administrator	RFP Payment in Process	11/04/2013 - N/A N/A

### View, Edit and Complete Forms

Select the **View Forms** button below to view, edit, and complete forms.

Click **VIEW FORMS** button

Initiate RFP form,  
continued

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

### OCAST RFP Menu - Forms

Please complete all required forms below.

Document Information: HR14-004-1.1

Parent Information: HR14-004

[Details](#)

#### Forms

Status	Page Name	Note	Created By	Last Modified By
	Request for Payment			
	<a href="#">RFP Selection</a>			

Click RFP Selection link

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.

Parent Information: HR14-004

[Details](#)

You are here: > [OCAST RFP Menu](#) > [Forms Menu](#) > Request for Payment

SAVE

3. Click the **SAVE** button.

#### RFP SELECTION

##### Instructions:

Please complete this page, then click **Save**.

Fields will populate with information and any errors will be noted at this point.

Contract that I am requesting funds from:

1. Select **Contract Number**

Budget Year that I am requesting funds from:

- Year 1  
 Year 2  
 Year 3

2. Select **Budget Year**



**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.



The screenshot shows the OCAST RFP form interface. At the top, a "Page Information" box states "The information has been saved." Below this is a "Back" button. The "Document Information" is "HR14-004-1.1" and "Parent Information" is "HR14-004". A blue arrow points from a text box "Newly created RFP number" to the document information. Below the document information is a "Details" link and a breadcrumb trail: "You are here: > OCAST RFP Menu > Forms Menu > Request for Payment".

**RFP SELECTION**

**Instructions:**  
Please complete this page, then click **Save**.  
Fields will populate with information and any errors will be noted at this point.

Contract that I am requesting funds from:

Budget Year that I am requesting funds from:  Year 1  
 Year 2  
 Year 3

**Navigation Links**

Status	Page Name	Note	Created By	Last Modified By
	<a href="#">RFP Selection</a>		AA, OCAST	
	<a href="#">Request For Payment Year 1</a>		7/22/2014 1:09:05 PM	

A red box highlights the "Request For Payment Year 1" link, with a red arrow pointing to it from a text box that says "Click the Request For Payment link".

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 30<sup>th</sup> and July 1<sup>st</sup> (start of OCAST fiscal year) If necessary, submit two separate RFPs to split the amounts; one ending on June 30<sup>th</sup> and the other beginning July 1<sup>st</sup>. 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:**

**Document Information:** HR14-004-1.1  
**Parent Information:** HR14-004  
[Details](#)  
 You are here: > [OCAST RFP Menu](#) > [Forms Menu](#) > Request for Payment

**SAVE**

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**REQUEST FOR PAYMENT YEAR 1**

**Instructions:**  
 Please complete this page, then click the **Save**.  
 Fields will populate with information and any errors will be noted at this point.  
 Required fields are marked with an \*

**Section 1. Request for Payment Information**

Principal Investigator:

Contract Period:  Start Date: 06/01/2014 End Date: 07/31/2014

Reporting Period:  Start Date\*: 07/01/2014 End Date\*: 07/14/2014

Final Request\*:  Yes  No

Grantee Invoice Number:

Contract Number: HR14-004-1  
 Contract Amount: \$10,000.00  
 Amount Requested\*: \$10,000.00  
 Request Number: HR14-004-1.1

**Section 2. Accounting of Expenditures**

Budget Category	OCAST Funds			D. Budget
	A. Current Expenditures	B. Expenditures to Date	C. Remaining Balance	
Personnel*	\$10,000.00	\$10,000.00	(\$10,000.00)	\$0
Travel*	\$0	\$0	\$0	\$0
Supplies*	\$0	\$0	\$0	\$0
Equipment*	\$0	\$0	\$0	\$0
Contractual Services*	\$0	\$0	\$0	\$0
Patient Care Costs*	\$0	\$0	\$0	\$0
Alterations/Renovations*	\$0	\$0	\$0	\$0
Other Direct Costs*	\$0	\$0	\$0	\$0
<b>Total State Expenditures</b>	<b>\$10,000.00</b>	<b>\$10,000.00</b>	<b>(\$10,000.00)</b>	
<b>Total Matching Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Total</b>	<b>\$10,000.00</b>	<b>\$10,000.00</b>	<b>(\$10,000.00)</b>	

Under the laws of Oklahoma and under penalty of perjury, by completing and saving Submitted status on the following page, I, the Contractor or duly sworn agent, of law true and correct, that the work, services, or material, as shown by this claim, has been the terms of the contract, that, if required by contract, matching funds have been expended in accordance with the terms of this contract, and that any funds that OCAST has provided to reimburse Contractor for incurred contract costs have been used by Contractor to incur costs, and that any funds later determined to be not allowable costs will be the contract.

Click the **Save** button at the top of the page, then click [here](#) to continue with the sub (You will be directed to the RFP status menu in which you must click the "RFP Submitted" button)

Grantee Notes:  
  
 0 of 250

OCAST Notes:  
  
 0 of 250

**Section 3. Payment Information**  
 The information in this section will be automatically populated once the payment has been made.

Date Paid:  Warrant Number:   
 Payment Method:  Voucher Number:

1. Complete:
  - a. Reporting Period
  - b. Final Request
  - c. Section 2: Accounting Expenditures
2. Confirm that the Contract Period is correct

3. Click the **SAVE** button. If no page errors found, proceed to Step 4

Matching is for OARS and Intern projects only. This RFP example is a Health Research project so no matching funds need to be reported

4. Click the “**here**” link after saving the page

Do not complete fields in Section 3



**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.



### OCAST RFP Menu - Status Options

Select a button below to execute the appropriate status push.

Document Information: HR14-004-1.1

Parent Information: HR14-004

[Details](#)

#### Possible Statuses

RFP SUBMITTED

**APPLY STATUS**

RFP CANCELLED

APPLY STATUS

#### IMPORTANT FINAL STEP!

Click the **APPLY STATUS** button to finalize submission of the RFP to OCAST

### OCAST RFP Menu

Document Information: HR14-004-1.1

Parent Information: HR14-004

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	OCAST RFP	<a href="#">Oklahoma Center for the Advancement of Science and Technology</a>	Agency Administrator	<b>RFP Submitted</b>	11/04/2013 - N/A N/A

Confirm the **RFP Submitted** status is shown here



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 30<sup>th</sup> and July 1<sup>st</sup>. 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.

**2017 RFP  
Submission  
Closing Dates**

<b>If you would like the RFP to be processed for payment for the following month:</b>	<b>Submit the RFP no later than close of business on this date:</b>
January	Monday, January 23, 2017
February	Wednesday, February 22, 2017
March	Friday, March 24, 2017
April	Friday, April 21, 2017
May	Wednesday, May 24, 2017
June	Friday, June 23, 2017
July	Monday, July 24, 2017
August	Friday, August 25, 2017
September	Friday, September 22, 2017
October	Tuesday, October 24, 2017
November	Tuesday, November 21, 2017
December	Thursday, December 21, 2017

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