

CRS - CONTRACT & RESEARCH SYSTEM:

**FINDING DOCUMENTS**

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## Getting Started: Home Page

CRS is found on the web at: [crs.mines.edu](http://crs.mines.edu)



**Username**

> [Forgot your password?](#)

**Password**

> [Need Help?](#)

Don't Remember Login

Clear prior granting of permission for release of your information to this service.

Login

Use your Mines MultiPass to log in to the system.

## Home page

A screenshot of the "Contract &amp; Research System" home page. The page has a blue header with the Colorado School of Mines logo and the text "Contract &amp; Research System". In the top right corner, there is a user profile area that says "User: Fred | Logout" and two tabs: "Home" and "My Profile". The "Home" tab is highlighted with a yellow circle. Below the header, there are four main sections: "Research", "Administrative Contracts", "Requests", and "Approvals", each with a list of links. At the bottom of the page, there is a footer with three items: "Powered by ESM Solutions Corporation", "Mines Office of Research Administration", and "Mines Office of Purchasing/Procurement Services". A blue arrow points from the "Home" tab in the screenshot to the text below.

From anywhere in CRS, the Home Tab appears and can be clicked to return to this screen.

User: Fred | Logout

Home

My Profile

# CRS Home Page

**Research**

- My Proposals
- My At-Risks
- My Projects
- My Consortia
- My Research Contracts Without Funding

**Administrative Contracts**

- No Administrative Contracts

**Requests**

- Rate a Vendor
- Search by Project Index to List Research Team
- Email Procurement for Non-research Help
- Email CRS for Research Help

**Approvals**

- Processes at Risk
- Notify of Time for Cost Share
- Submission Process

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## Documents

CRS easily lets the user find documents related to Proposals, Projects, At-Risks, Consortia, and more. All related documents are found within the relevant record.

## View Proposal Documents

Selecting **My Proposals** in the Research column opens the table of proposal records in CRS:

**Research**

- My Proposals**
- My At-Risks
- My Projects
- My Consortia
- My Research Contracts Without Funding

Proposals: My Proposals

Status: 46 record(s) found, 1 page(s) [Click for details](#)

Search: -TEXT- contains

Show All  Refine  String  Context  Active Only More Options My Proposals

New Views Search Copy Proposal Actions

<input type="checkbox"/>	Proposal Number	PI Full Name	Status	Proposal Title	Sponsor	Total Budget	Sponsor Deadline Date	Date Submitted to Sponsor
<input type="checkbox"/>	17-0345	Tom Retire	ORA Approved	Doing cool things with water reclamation	Bureau of Land Management - BLM	\$292,442.09	06/01/2020	
<input type="checkbox"/>	17-0338	Fred Research	Routing	Testing w/multiple PIs, cost share, FFRDC, and subts	National Science Foundation - NSF	\$0.00	08/02/2019	

Click on a six digit proposal number to enter into that record:

The screenshot shows a web interface for a proposal record. At the top, there are navigation tabs: 'Close', 'Proposal', 'Team', 'Budget', 'Compliance', 'Documents', 'Approvals', and 'At Risk'. The 'Documents' tab is highlighted. Below the tabs, there is a 'Collapse All' link and a 'Save and Continue' button. The main content area is divided into several sections: 'Proposal Information' (with fields for Proposal Number, Status, Fiscal Year, ID, Status Date, Proposal Analyst, Contract Administrator, and Grant Administrator), 'General Information' (with fields for Solicitation Name, Sponsor, Solicitation Number, Solicitation URL, Solicitation Subtype, Prime Sponsor, PI Full Name, Proposal Title, Admin/OC Org Type, Admin/OC Department Name, Will There Be Subcontractors?, Is Cost Share Included?, Project Start Date, Project End Date, Proposal Type, and Proposal Category), 'Submission Method' (with fields for Submission Method, Sponsor Deadline Date, Date Submitted to Sponsor, Sponsor Deadline Time MST, and Sponsor Confirmation Number), and 'Notes' (with a 'Proposed Notes' section). There is also a 'Related Project' section with fields for Related Project ID and Related Project Title. A 'Save and Continue' button is located at the bottom of the page.

Select the Documents Tab:

Proposal: tbd

The screenshot shows the same web interface as above, but with the 'Documents' tab selected. The 'Documents' section is expanded, showing a message: 'PI can upload documents; Proposal Analyst will upload final documents'. Below this, there is a section for 'Proposal Attachments' with a status message: 'Status: 1 record(s) found, 1 page(s). Click [here](#) to count records again..'. There is a 'Views' dropdown and a 'Search' button with a magnifying glass icon. Below this is a table with the following columns: Document Type, Attached File, Created By, Date Created, Updated By, Date Updated, and Proposal Title. The table contains one row: Document Type: Abstract, Attached File: EERE Just 3 Per.xls, Created By: Alicia Higginbotham, Date Created: 09/12/2019 03:29 PM, Updated By: Alicia Higginbotham, Date Updated: 09/12/2019 03:30 PM, Proposal Title: tbd. Below the table, there is a section for 'Subcontractor Proposal Documents' with a status message: 'Status: No records.'.

A list of all documents associated with that proposal appear and indicate the document type, who created it, and who uploaded it to CRS.

A PI is not required to upload documents to CRS. All documents are uploaded to the Documents Tab as Mines' official repository.

## Edit Proposal Documents

CRS allows users to check out and edit documents. This is especially beneficial at the Proposal stage when working with your Proposal Analyst. For instance, changes can be made to the current and pending document and then re-uploaded into the system; CRS retains both the original document and the revised/updated document.

In this example, Ida's current and pending document needs to be modified. Click the document

Proposal: Testing Refresh docs

Edit Close **Proposal** **Team** **Budget** **Compliance** **Documents** **Approvals** **At Risk** << >>

Collapse All  
Save and Continue

Proposal Number: 17-0383      \*Fiscal Year: 17      Proposal Analyst: Alicia Higginbotham  
ID: 6223      Contract Administrator: Michele Land  
Status: Proposal Preparation      Status Date: 10/18/2019      Grant Administrator: Lisa Martinez Conover  
Proposal Title - Header: Testing Refresh docs

**Documents**

PI can upload documents. Proposal Analyst will upload final documents

Proposal Attachments:  
Status: 2 record(s) found, 1 page(s). Click here to count records again..

**Views** **Search**

<input type="checkbox"/>	Document Type	Attached File	Created By	Date Created	Updated By	Date Updated	Proposal Title
<input type="checkbox"/>	Current and Pending Support Form	<a>Current and Pending Support - Ida Campus.docx</a>	Kathryn Ginger	10/18/2019 08:19 AM	Kathryn Ginger	10/18/2019 08:19 AM	Testing Refresh docs
<input type="checkbox"/>	Current and Pending Support Form	<a>Current and Pending Support - Frederic Sarazin.docx</a>	Fred Research	10/18/2019 08:18 AM	Fred Research	10/18/2019 08:18 AM	Testing Refresh docs

And then click on **Edit & Checkout**

Current and Pending Support - Ida Campus.docx

Download/Save View File Edit and Checkout

Once the file is opened, it can be modified as needed.

When finished modifying, click Save and the document will automatically re-upload to the Documents Tab. **Do not save to the desktop or to another file path.**

## Proposal: Testing Refresh docs

Edit Close **Proposal** **Team** **Budget** **Compliance** **Documents** **Approvals** **At Risk** << >>

Collapse All  
**Save and Continue**

\*Fiscal Year: 17 Proposal Analyst: Ali  
Proposal Number: 17-0383 ID: 6223 Contract Administrator: Mi  
Status: Proposal Preparation Status Date: 10/18/2019 Grant Administrator: Li  
Proposal Title - Header: Testing Refresh docs

**Documents**

PI can upload documents; Proposal Analyst will upload final documents

Proposal Attachments:  
**Status:** 2 record(s) found, 1 page(s). Click here to count records again..

<input type="checkbox"/>	Document Type	Attached File	Created By	Date Created	Updated B
<input type="checkbox"/>	Current and Pending Support Form	<a>Current and Pending Support - Ida Campus.docx</a>	Kathryn Ginger	10/18/2019 08:19 AM	Fred Rese
<input type="checkbox"/>	Current and Pending Support Form	<a>Current and Pending Support - Frederic Sarazin.docx</a>	Fred Research	10/18/2019 08:18 AM	Fred Rese

The blue + identifies that multiple components of a document are uploaded and when clicked on provides the date & time updated along with both the original and updated documents.

## Proposal: Testing Refresh docs

Edit Close **Proposal** **Team** **Budget** **Compliance** **Documents** **Approvals** **At Risk** << >>

Collapse All  
**Save and Continue**

\*Fiscal Year: 17 Proposal Analyst: A  
Proposal Number: 17-0383 ID: 6223 Contract Administrator: U  
Status: Proposal Preparation Status Date: 10/18/2019 Grant Administrator: L  
Proposal Title - Header: Testing Refresh docs

**Documents**

PI can upload documents; Proposal Analyst will upload final documents

Proposal Attachments:  
**Status:** 2 record(s) found, 1 page(s). Click here to count records again..

Show history - Mozilla Firefox

https://esmsolutions.agiloft.com/ui/tables/record/attach.do?page=40: 97%

Date Created	Updated	File Name	Size	Created By
Oct 26 2019 11:18:36	Updated	<a>Current and Pending Support - Ida Campus.docx</a>	27.4 KBytes	fresearch
Oct 18 2019 08:19:40	Created	<a>Current and Pending Support - Ida Campus.docx</a>	20.5 KBytes	ginger

Close

Date Created	Updated	File Name	Size	Created By
10/18/2019 08:19 AM	Fred Rese	<a>Current and Pending Support - Ida Campus.docx</a>	27.4 KBytes	ginger
10/18/2019 08:18 AM	Fred Rese	<a>Current and Pending Support - Frederic Sarazin.docx</a>	20.5 KBytes	fresearch

## Expand Files to see Documents during an Approval

Sometimes there will be a LOT of documents for a proposal that the PI or DH will want to review before certifying.

To access Approvals:

**MINES** Contract & Research System

User: Feed | Logout

Home | My Profile

**Research**

- My Proposals
- My At-Risks
- My Projects
- My Consortia
- My Research Contracts Without Funding

**Administrative Contracts**

- My Administrative Contracts

**Requests**

- Rate a Vendor
- Search by Project Index to List Research Team
- Email Procurement for Non-research Help
- Email ORA for Research Help

**Approvals**

- Proposals or At Risk
- Certify AV Time for Cost Share
- Subcontract Invoices

Tip: Bookmark CRS - bookmark this page & then update your bookmark to <http://crs.mines.edu>

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## Approvals: My Approvals

Status: 12 record(s) found, 1 page(s) [Click for details...](#)

Actions ▾

<input type="checkbox"/> Related To	Approval Title	Approval Status	Proposal Number	Proposal Role	Sponsor	Department Name
<input type="checkbox"/> <a href="#">Proposals</a>	PI/co-PI Certification	Pending Approval	<a href="#">17-0385</a>	PI	3M Company	Chemistry
<input type="checkbox"/> <a href="#">Proposals</a>	PI/co-PI Certification	Pending Approval	<a href="#">17-0364</a>	co-PI	Department of Energy	Physics
<input type="checkbox"/> <a href="#">Proposals</a>	PI/co-PI Certification	Pending Approval	<a href="#">17-0350</a>	PI	3D-P	Chemistry

After clicking on a Proposal number, the record opens:



## Approval: PI/co-PI Certification

Save Cancel Details Emails << >>

Proposal:

- Proposal Information
- Proposal Research Team
- Proposal Budget
- Reduced or Waived Overhead
- Cost Share - Internal - Cash
- Cost Share - Internal - In-Kind
- Cost Share - External
- Proposal Subk Information
- Proposal Documents

Approval Packet Files - Proposal:

- 190644 Prop.pdf
- 190644 Prop.pdf
- Current and Pending Support - Fred Research.docx

Approval Details

In my role as an investigator, I understand and certify that:

If only a few documents are visible, it's possible to expand the shaded square with the diagonal marks and pull it out and down to expand the box and see all the documents attached.

Approval: PI/co-PI Certification

Save Cancel Details Emails << >>

Proposal Documents

Approval Packet Files - Proposal:

- 190644 Prop.pdf
- 190644 Prop.pdf
- Current and Pending Support - Fred Research.docx

Approval Details

Expand the box to view all uploaded documents

## Approval: PI/co-PI Certification

Approval Packet Files - Proposal:

- 190644 Prop.pdf
- 190644 Prop.pdf
- Current and Pending Support - Fred Research.docx
- Current and Pending Support - Mary Bunch.docx
- Current and Pending Support - Tom Retire.docx

## View Project Documents

Documents may also be viewed under the My Projects. From the home page, in the first column, select **My Projects**.

**Contract & Research System**

User: Fred | Logout

Home My Profile

**Research**

- My Proposals
- My At-Risks
- My Projects**
- My Consortia
- My Research Contracts Without Funding

**Administrative Contracts**

- My Administrative Contracts

**Requests**

- Rate a Vendor
- Search by Project Index to List Research Team
- Email Procurement for Non-research Help
- Email ORA for Research Help

**Approvals**

- Proposals or At-Risks
- Certify AY Time for Cost Share
- Subcontract Invoices

Tip: Bookmark CRS - bookmark this page & then update your bookmark to <http://crs.mines.edu>

After clicking **My Projects**, CRS lists all affiliated projects as PI, CO-PI, or senior personnel.

Grant Index	PI Full Name	Sponsor	Project Title	Funded Amount	Project Start Date	Project End Date	Project Status
402999	Fred Research	National Science Foundation - NSF	Proposal Test w/Subs and Co-PIs	\$1,500.00	10/01/2019	09/30/2022	Active
401902	Fred Research	DOE - Environmental Management	Environmental Management Benefits and Pitfalls	\$15,000.00	09/01/2019	08/31/2021	Project Setup
401997	Fred Research	National Science Foundation - NSF	Han: TBD	\$150,500.00	10/01/2019	09/30/2022	Project Setup
401915	Fred Research	National Science Foundation - NSF	Proposal Test w/Co-PIs, subs, cost share and FFRDC	\$6,000.00	09/01/2019	08/31/2021	Active
401998	Fred Research	National Renewable Energy Laboratory	Lets practice with CRS	\$86,782.00	10/01/2019	09/30/2021	Active
401999	Fred Research	National Science Foundation - NSF	Awesome Research	\$400,000.00	10/01/2019	09/30/2022	Project Setup
402301	Fred Research	DOE - Office of Science	testing compliance	\$0.00	09/01/2019	08/31/2020	Active
56789	Fred Research	Alliance for Sustainable Energy, LLC	NSF testing via NREL w subs				Project Setup
401567	Fred Research	Department of Energy	Economic Long-Duration Electricity Storage by Using Low-Cost Thermal Energy Storage and High-Efficiency...	\$615,117.00	04/16/2019	04/15/2022	Active
401545	Fred Research	National Renewable Energy Laboratory	Incorporating Advanced CHP Modeling & Optimization into the REOpt Lite Web Tool	\$588,585.00	02/01/2019	09/30/2021	Review for Closeout
401011	Fred Research	Department of Energy	PACE: Producing Algae for Coproducts and Energy	\$5,452,188.00	10/01/2015	03/31/2020	Active

The Project page provides summary information of each project. Clicking on a Grant Index provides greater details and information on that project.

Project: Economic Long-Duration Electricity Storage by Using Low-Cost Thermal Energy Storage and High-Efficiency Power Cycle

Close Project Team Budget Terms SubK Cost Share At Risk Related Contracts Documents >>

**Collapse All**

ID: 6066  
 PI: Fred Research  
 \*Project Status: Active  
 Sponsor Name: Department of Energy  
 Grant Index: 401567

Proposal Analyst: Alicia Higginbotham  
 Contract Administrator: Michele Land  
 Grant Administrator: Lisa Martinez Conover  
 Sponsor Type: Sponsor Subtype:

**Project Information**

\*PI Full Name: Fred Research  
 \*Sponsor: Department of Energy  
 Prime Sponsor:  
 \*Project Title: Economic Long-Duration Electricity Storage by Using Low-Cost Thermal Energy Storage and High-Efficiency Power Cycle  
 \*CFDA Number: 81.897  
 \*Sponsor Award Number (FAIN): DE-AR0000992  
 \*Project Instrument Type: Cooperative Agreement  
 \*Project Type: Research  
 \*Project Start Date: 04/16/2019  
 \*Project End Date: 04/15/2022  
 \*Project Anticipated End Date: 04/15/2022

**Project Funding**

Funded Amount: \$615,117.00  
 \*Cost Share: Yes  
 \*Admin/IDC Org Type: Department  
 \*Admin/IDC Department Name: Mechanical Engineering  
 Admin/IDC Department Org Code: 21500  
 Primary IDC Return Method: Fed & State-Department Standard Return-On-Campus  
 Primary IDC Rate Agreement: FY19-FY21 Federal On Campus  
 Year 1 Rate: 51.70%  
 \*Is there Reduced or Waived Indirect Cost?: No  
 \*Do you anticipate this research No generating program income?: No

\*Estimated Funded Amount: \$615,117.00  
 \*Will the Project Involve a National Lab/FFRDC?: No  
 Year 2 Rate: 51.90%  
 Year 3 Rate: 52.00%

There are many tabs in this view, each containing different information relating to the project. The first tab of the Project records shows the summary project details.

The Documents Tab is the last tab across the top.

Project: Proposal Test w/Subs and Co-PIs

Close Project Team Budget Terms SubK Cost Share At Risk Related Contracts Documents >>

Views Search

**Project Award Documents**

Award Documents: Status: 2 record(s) found, 1 page(s). Click [here](#) to count records again..

Views Search

Document Type	Attached File	Created By	Date Created	Updated By	Date Updated	Award Number
Award Mod	Test Documen for CRS.docx					01
Award	Test Documen for CRS.docx					00

**Proposal Documents**

Proposal Documents: Status: 1 record(s) found, 1 page(s). Click [here](#) to count records again..

Document Type	Attached File	Created By	Date Created	Updated By	Date Updated	Proposal Title
Budget Internal	180022_Budget.xlsx	Corey O'Connor	08/20/2019 11:08 AM	Deborah Rickaby	09/22/2019 12:01 PM	Proposal Test w/Subs and Co-PIs

**Subcontractor Project Documents**

Subcontract Project Documents: Status: No records.

**Subcontractor Proposal Documents**

Subcontractor Proposal Documents: Status: 1 record(s) found, 1 page(s). Click [here](#) to count records again..

Views Search

Subcontractor Name	Document Type	Attached File	Created By	Date Created	Updated By	Date Updated
University of Oklahoma	Subk Proposal	TEST TEST.xlsx	Johanna Eagan	09/20/2019 03:28 PM	Deborah Rickaby	09/22/2019 12:01 PM

**Subcontractor Award Documents**

Subcontract Award Documents:

All documents related to the project, which include award, proposal, and subcontractor. Selecting the attached file will bring up the document such as a budget in Excel or invoice from a subcontractor.

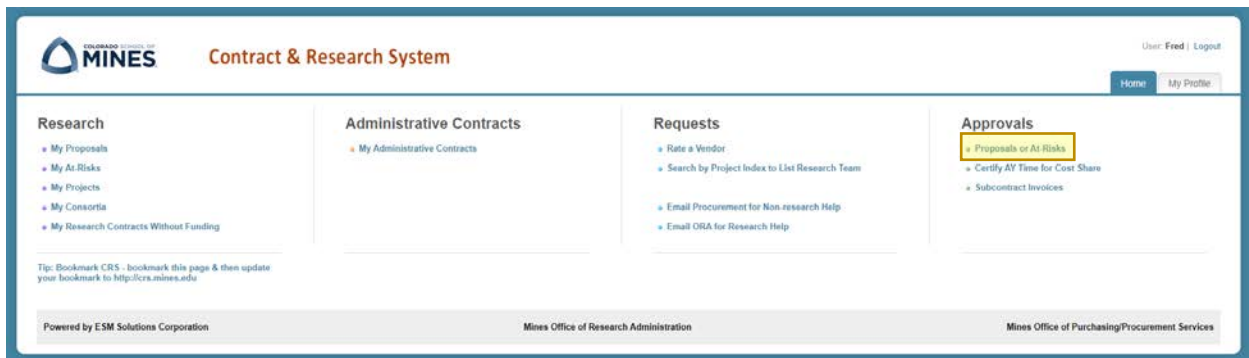
## Attachments

Attachments are used on At-Risk requests and also on Subcontract Monitoring.

## At-Risk Request

When viewing an At-Risk for approval, all attachments related to the At-Risk are visible.

From the home page click on **Proposals or At-Risks** under the Approvals Tab:



All At-Risks needing approval are shown:

### Approvals: My Approvals

Status: 12 record(s) found, 1 page(s) [Click for details...](#)

Actions ▾

<input type="checkbox"/>	Related To ↑	Approval Title	Approval Status
<input type="checkbox"/>	<a href="#">At-Risk Spend Requests</a>	PI Approval	Pending Approval
<input type="checkbox"/>	<a href="#">At-Risk Spend Requests</a>	PI Approval	Pending Approval
<input type="checkbox"/>	<a href="#">At-Risk Spend Requests</a>	PI Approval	Pending Approval
<input type="checkbox"/>	<a href="#">At-Risk Spend Requests</a>	PI Approval	Pending Approval
<input type="checkbox"/>	<a href="#">At-Risk Spend Requests</a>	PI Approval	Pending Approval
<input type="checkbox"/>	<a href="#">At-Risk Spend Requests</a>	Department Approval	Pending Approval

Click on an underlined link under the **Related To** header to view the details of that at-risk request. The Attachments are viewable in this section:

## Approval: PI Approval

Save Cancel Details **Emails** <>

[Collapse All](#)

ID: 1785  
Approval Title: PI Approval

**At-Risk Spend Request Information**

At Risk ID: [287](#)  
Type of At Risk: Continued Spending  
At Risk Project PI Full Name: Fred Research      At Risk Proposal PI Full Name:  
At Risk Requested Amount: \$1,000.00  
At Risk Requested Start Date: 10/01/2019      At Risk Requested End Date: 09/30/2020  
At Risk Programmatic Justification: NSF just recommended proposal for award  
ORA completes Risk Level & Analysis to help approvers make decisions.  
At Risk Risk Level: Low  
At Risk Risk Analysis Notes: NSF grants 90 day preaward spending  
At Risk Attachment(s): [GrantLevel3and4-testing-instructions-v1.docx](#)

**Approval Details**

By approving this request, I agree that in the event that funding is not received, I will be responsible for

Approval Status: Pending Approval

[Approve](#)      [Request Info](#)      [Reject](#)

Click on the document to download & view the document.

## Subk Monitoring

From the home page click on **Subcontract Invoices** under the Approvals Tab:

The screenshot shows the MINES Contract & Research System home page. The navigation bar includes the MINES logo and the text 'Contract & Research System'. The main content area is divided into four columns: Research, Administrative Contracts, Requests, and Approvals. The Approvals column contains a list of links, with 'Subcontract Invoices' highlighted in a yellow box. The footer includes logos for ESM Solutions Corporation, Mines Office of Research Administration, and Mines Office of Purchasing/Procurement Services.

All Subcontract Invoices needing approval are shown:

## Subcontract Monitoring: My Subcontract Monitoring

Status: 21 record(s) found, 3 page(s) [Click for details...](#)

Page: [Page 1] [Next](#) [Last](#) Go to page  [Go](#)

Search:  contains  [Go](#)

Show All 
  Refine 
  String 
  Context 
  Active Only 
 [More Options](#)
[My Subcontract Monitoring](#)

[Views](#)

<input type="checkbox"/> View	Invoice Number	Subcontractor	Subcontract Number	Invoice Amount	Invoice Start Date	Invoice End Date	Status ↑
<input type="checkbox"/> <a href="#">🔍</a>	<a href="#">112843</a>	<a href="#">Pan Pacific Technologies</a>	654321	\$6,050.00	08/01/2018	08/15/2018	Sent to PI
<input type="checkbox"/> <a href="#">🔍</a>	<a href="#">123</a>	<a href="#">Kaia Corp</a>	464540-5802	\$10.00	06/01/2019	06/11/2018	Approved by PI
<input type="checkbox"/> <a href="#">🔍</a>	<a href="#">1001</a>	<a href="#">22 Miles, Inc.</a>	000	\$25,000.00	07/15/2019	07/31/2019	Approved by PI
<input type="checkbox"/> <a href="#">🔍</a>	<a href="#">100256</a>	<a href="#">Sonosep Technologies Inc.</a>	401011-5808	\$2,500.00	01/01/2019	01/31/2019	Approved by PI
<input type="checkbox"/> <a href="#">🔍</a>	<a href="#">16-5644</a>	<a href="#">A &amp; A Quality Appliance Inc.</a>	194587	\$25,000.00	09/01/2017	09/30/2019	Approved by PI
<input type="checkbox"/> <a href="#">🔍</a>	<a href="#">1025</a>	<a href="#">The Regents of the University of...</a>	401545-5801	\$2,000.00	01/01/2019	01/31/2019	Approved by PI
<input type="checkbox"/> <a href="#">🔍</a>	<a href="#">2019-008</a>	<a href="#">1380 Piccard Drive LLC</a>	654123	\$500.00	07/01/2019	07/31/2019	Approved by PI

Click on a five digit invoice number to view the details for subcontract monitoring. The Attachments are viewable in this section:

### Subcontract Monitoring: 112843

[Save](#) [Cancel](#)
**Subcontract Monitoring Info** << >>

---

\*Status: [Sent to PI](#)      Status Date: 10/09/2019

Project PI: [Fred Research](#)

Subcontract Number: [654321](#)      Encumbrance Number: [C189086](#)

Subcontractor: [Pan Pacific Technologies](#)

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**Subcontract Monitoring Information**

\*Invoice Number: 112843      \*Invoice Amount: \$6,050.00

\*Cost Share Amount: \$12.00

\*Invoice Received Date: 10/07/2019

\*Invoice Start Date: 08/01/2018      \*Invoice End Date: 08/15/2018

Banner Document Number: 56789

\*Attachment: [401161 SubInvoice BaylorU#112842.pdf](#)

**ORA Certification**

ORA has reviewed this invoice for financial compliance.

\*Reviewed By: [Lisa Martinez Conover](#)      Date Reviewed: 10/09/2019

**PI Certification**

Please review the attached invoice and certify that the amount listed for the identified timeframe matches the level of service Mines received from the subcontractor. If you don't approve or have concerns, please identify those in the Note field below.

Certified By: \_\_\_\_\_      Date Certified: \_\_\_\_\_

[Approve Subcontractor Invoice](#)

[Reject Subcontractor Invoice](#)

Note: