

Updated: 07/29/2011

Instructions for Submitting a Reimbursable Agreement Package for Review

1. How and to whom should a reimbursable agreement package (package) be submitted for review?

Packages must be submitted via e-mail to the Reimbursable Agreement Coordination Office at RACO@nist.gov .

2. What items are required in a package?
 - a. Completed applicable checklist/certification
 - b. Completed reimbursable agreement with description of work in layman's terms
 - c. For Economy Act reimbursable agreements only, Determination and Finding Statement signed by the requesting federal agency
 - d. Copy of related base agreement/amendment, if not previously reviewed by GLD

3. What should be on the "Subject Line" of the e-mail?

Reimbursable Agreement Tracking Number [enter number] and Agency [enter name]

4. What should the e-mail say?

Attached for your review is a reimbursable agreement package that contains the following required documents:

[List each document individually as noted in question 2 above]

I have thoroughly proofread/reviewed each of the required documents listed above and find them to be complete and in accordance with NIST policies and procedures for reimbursable agreements.

Please contact me by phone at [enter phone number] or by e-mail [enter e-mail address] if you have any questions. To ensure timely processing of this package, please contact [enter name] at [enter phone number] or by e-mail at [enter e-mail address] if you are unable to reach me.

Thank you.

[Enter name]

[Enter title]