

<b>Prime Institution</b> Institution Name: Address:		<b>Non-Grantee Institution</b> Institution Name: Address:	
<b>Prime Principal Investigator:</b>		<b>Non-Grantee Principal Investigator/Employee:</b> <b>Key Personnel</b>	
<b>Awarding Agency:</b>		<b>This Salary Billing Agreement is a:</b> New Agreement Amendment #	<b>Effort %</b>
<b>Prime Award No.</b>	<b>Sponsored</b> <b>Non-Sponsored</b>	<b>Budget Period:</b> -	<b>Salary/Compensation:</b>
<b>Agreement Reference #</b>	<b>Assistance Listing No (CFDA):</b>	<b>Estimated Project Period:</b> -	<b>Fringe      Tuition Remission</b>
<b>Project Title:</b>			<b>Total Authorized Amount:</b>

**TERMS AND CONDITIONS**

1. This Salary Billing Agreement is not a Subaward Agreement. Accordingly, the Non-Grantee Institution may not recover F&A costs on the direct costs authorized above, a portion of the Total Authorized Amount remaining unspent at the end of the Period of Performance cannot be carried over into a subsequent year, no-cost extensions are not possible, and funds may not be rebudgeted from the cost categories outlined above.
2. **Work will be performed entirely at the Prime Institution.** Prime Institution shall reimburse Non-Grantee Institution not more often than monthly for allowable costs. All invoices shall be submitted using the Non-Grantee Institution's standard invoice, but at a minimum shall include current and cumulative expense and certification as to truth and accuracy of invoice. Invoice shall be sent no more than monthly and no less than quarterly. Questions concerning invoice receipts or payments should be directed to the appropriate party's Financial Contact. **Please reference Agreement Reference # on all invoices.** Invoices not referencing the Agreement Reference # shall be returned to the Non-Grantee Institution.
3. A final statement or invoice of cumulative expenses incurred, marked "FINAL," must be submitted to Prime Institution's Financial Contact NOT LATER THAN days after Agreement end date.
4. Non-Grantee Institution certifies by signing this Agreement that neither it nor its principles are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency.

**Statement of Work:**

<b>Prime Institution Contacts</b>		<b>Non-Grantee Institution Contacts</b>	
<b><u>Administrative Contact</u></b> Name: Telephone: Email:		<b><u>Administrative Contact</u></b> Name: Telephone: Email:	
<b><u>Prime Principal Investigator</u></b> Name: Telephone: Email:		<b><u>Non-Grantee Principal Investigator/Employee</u></b> Name: Telephone: Email:	
<b><u>Financial Contact</u></b> Name: Telephone: Email:		<b><u>Financial Contact</u></b> Name: Telephone: Email:	
<b><u>Authorized Official</u></b> _____ Date: Name: Title:		<b><u>Authorized Official</u></b> _____ Date: Name: Title:	

**BUDGET (OPTIONAL)**

**SALARY BILLING AGREEMENT BUDGET:**

Individual	Key Personnel	Effective Dates	Base Salary	Effort %	No. of Months	Fringe Rate	Total

☐

Prior approval is required for changes in status of key personnel. This is defined as withdrawal from the project, absence from the project for any continuous period of three months or more, or reduction of time devoted to the project by 25 percent or more from the level that was approved at the time of initial competing year award.