

FY21 RA MIPR CHECKLIST

MIPR #:		AMEND #:		DATE:	
TYPE:	REIMBURSABLE		DIRECT CITE		COMBO
					REJECTION
MIPR Evaluator:			MIPR Processor:		
DTIC has not processed your MIPR (DD Form 448) and is returning it for additional information as noted below.					
MIPR is legible and clearly states submitter's intent.					
MIPR was received from the RA Sponsor or ACOR or email confirmation was received from RA Sponsor or ACOR. Funding Agency executed a GT&C (GT&C number annotated below) with DTIC which has been verified by the PAC.					
Block 7 is addressed to DTIC and block 8 contains requesting Agency complete street address (matches DODAAC).					
Trading Partner Information: Department/Main Account/Sub-account/Sub-allocation Holder ID (Limit) present and in CMET.					
Clear breakout of funding for labor, travel, ODC and CSDC. Grand total in block 11 is correct.					
Economy Act is stated on the document.					
The Line of Accounting (LOA) is funded correctly in block 14. If a de-obligation request, the amount in block 14 is negative. The LOA must match the Basic MIPR when de-obligating the funding.					
MIPR is signed in block 16.					
Block 15 and 16 have the same name. Note "FOR" on block 15 if signing for authorizing officer other than yourself.					
Block 17 must be dated the same date or later than block 4. MIPR cannot be signed before it is prepared.					
Period of Performance and Funds Expiration Date are stated on the MIPR. (Dates may not be the same.) Annotated below.					
	Treasury Account Symbol (Department/BFY/Main Account/Sub-account/Limit) If DoD RDT&E, the RDT&E Budget Activity is provided on the MIPR or by EMail				
	Trading Partner Number: BPN/DODAAC/DUNS is identified on the MIPR. <small>Verify your agency's BPN/DODAAC/DUNS number and list it on the MIPR.</small>				
	Task Order (TO) number and title present and matches RMS. PWS Tasks present				
	FY21 1.05% Customer Shared Direct Cost (CSDC) calculation is correct.				
Additional Notes: Send MIPR and Checklist to DTIC.BELVOIR.RM.MBX.IAC-MIPR@MAIL.MIL Include your Agency Financial and Technical POCs on the MIPR DTIC Financial POC: dtic.belvoir.rm.mbx.iac-mipr@mail.mil ; DTIC Technical POC is your IAC COR/PMA. See https://dodiac.dtic.mil/resources/#templates for more detailed information.					
Additional Information:	GT&C Number (if different than MIPR Number): CSDC On MIPR: Task Order On MIPR: Funds Expiration Date: Period Of Performance:				

Last Updated: 10/1/2020

Version 1