

## COST CONTAINMENT

### GUIDELINES & BILLING PROCEDURES

#### A. THE CONTRACT

The contract is an agreement between the MoKP through the Curators of the University of Missouri (a public corporation) and a participating facility authorizing the MoKP to reimburse for a stated purpose, for a specific period of time and up to a maximum dollar amount.

Any increase or decrease in the total award must be made through an appropriate contract amendment. The contract (and any amendment) must be signed by an authorized individual from each institution.

The contract states that:

1. Billing statements should be received monthly or quarterly and progress reports should be received semi-annually.
2. The University may terminate this contract if Missouri Kidney Program doesn't receive funding to remain open.
3. The project director may not be replaced without MoKP approval.
4. Either party may cancel the contract by giving 30 days advance written notice.

#### B. FISCAL REVIEW

The project may be visited to insure that expenditures and records are in accordance with contract requirements. University and governmental auditors shall have access to all records pertaining to this contract for audit or examination. Any audit exception is the sole responsibility of the contractor.

#### C. BILLING STATEMENTS (Reimbursement For Actual Expenditures)

An itemized billing statement is to be submitted by the project facility to the MoKP on a monthly or quarterly basis.

This billing statement will be reviewed to ensure that funds have been used in accordance with the contract. If there are no review exceptions, the MoKP will direct the University of Missouri to reimburse the project for its quarterly expenditures.

An example of an appropriate quarterly billing statement is included. This format, with similar information, is necessary for our review and records. Indirect costs are not an allowable expense. **No F&A, indirect costs or overhead can be taken from these funds. DIRECT COSTS ONLY.**

**D. SEMI-ANNUAL PROGRESS REPORTS**

Semi-Annual progress reports must be submitted. The purpose of the semi-annual progress report is to provide a brief and concise update of work on the project.

**EXAMPLE OF MONTHLY/QUARTERLY BILLING**

Expenditures incurred during the period of \_\_\_\_\_.

Patient Care

|                        |        |
|------------------------|--------|
| Travel                 | \$0.00 |
| Dental                 | \$0.00 |
| Other Costs Associated | \$0.00 |

TOTAL EXPENDITURES FOR \_\_\_\_\_ \$0.00

|   |                        |
|---|------------------------|
| Submitted by: <u>(Actual Signature)</u> | Remit to: Name , title |
| Name                                    | Address 1              |
| Project Director                        | Address 2              |
|   | City, State Zip        |

Missouri Kidney Program

Cost Containment Research & Demonstration Project

SEMI-ANNUAL PROGRESS REPORT

1. Time Period: \_\_\_\_\_

2. Project Title: \_\_\_\_\_  
\_\_\_\_\_

3. Report Prepared By: \_\_\_\_\_

4. SUMMARIZE YOUR WORK DURING THIS FUNDING PERIOD.

5. HAVE YOU ENCOUNTERED ANY UNUSUAL PROBLEMS? YES\_\_\_ NO\_\_\_

6. HAVE YOU ENCOUNTERED ANY UNUSUAL ACCOMPLISHMENTS? YES\_\_\_ NO\_\_\_

- Activities Undertaken To Meet Stated Objectives:  
(Accomplishments, problems, etc.; use additional pages if necessary.)

7. ARE YOU IN COMPLIANCE WITH THE APPROVED BUDGET? YES\_\_\_ NO\_\_\_

- Compliance With Approved Budget: (Are Revisions Necessary or Anticipated?)

8. Other Comments: