

MIPR Checklist for Requesting Agencies

Please verify your MIPR has the following information prior to submission:

- Indicate whether you want your MIPR accepted Cat I (Reimbursable) or Cat II (Direct Cite)
- Verify your MIPR calculation breakdown is correct. To find DTIC's Current CSDC rate, please go to http://iac.dtic.mil/financial_mgmt.html
- Itemize the costs of the MIPR on two lines. Line one should show the IAC TAT funds and line two should show the DTIC Customer Shared Direct Costs (CSDC)
- Verify the complete IAC TAT number is present, and that it is the CORRECT TAT to be used
- State the IAC Contract number on the MIPR (e.g. SP0700-03-D-1380)
- Please verify your line of accounting (LOA) is VALID and CORRECT
- Verify your agency's BPN/DODAAC/DUNS number is present on the MIPR
- Verify TAT ceiling, period of performance, and obligation dates are valid and current
- State your agency's financial POC and the Technical POC that's associated with the MIPR
- Please make sure your MIPR is clear and legible
- Sign and date the MIPR

*****This checklist is necessary for MIPR accuracy and expedites processing.**

For more detailed information on DTIC's requirements for submitting MIPRs, please visit our website at <http://iac.dtic.mil>, click on the Resources tab, and then click on Financial Management.

Please choose one:

- 1) Checklist reviewed -- MIPR updated and resubmitted
- 2) Checklist reviewed -- No MIPR update needed
- 3) Checklist reviewed -- N/A