The RAMSeS Billing tab provides departments with vital information to successfully manage financial components of sponsored projects. It is accessed via the Project Administration page for each project, and will provide the name of the Sponsored Projects Accountant for that project, as well as the following:

Payment Basis:

- **Firm Fixed Price**: the sponsor pays a set amount
- **Cost Reimbursement/Scheduled Payment**: OSP must send an invoice or report to the sponsor based on incurred expenses
- **Cost Reimbursement – Letter of Credit**: OSP draws down the funds from the sponsor based on incurred expenses
- **Other**
- **Prepayment in Full** – OSP receives the full project amount at or near the start of the project

Invoice Frequency:

- **Monthly** – will include Budget
- **Quarterly** – will include Budget
- **Semi-annual**
- **Annual**
- **Other**
- **Fixed Price – Installment:** OSP sends an invoice or report for the same amount to the sponsor
- **Fixed Price – Deliverable:** UNC must send either a financial and/or a scientific, report to the sponsor
- **Monthly** – no invoice
- **Quarterly** – no invoice
- **Interim – Other**
- **Department Invoicing** - for clinical trials **ONLY**

The Billing tab also has the Billing Attachment List, which contains the PDFs of all submitted and accepted invoices and financial reports. Please note that if the invoice or report has not been accepted by the sponsor it will not be here.

Some agreements may require a progress report to be submitted with, or at the same time, as a financial report. As applicable, please send all completed and signed progress reports to OSPBIlling@unc.edu.

For any project specific questions please contact your OSP Sponsored Projects Accountants or email OSPBilling@unc.edu.
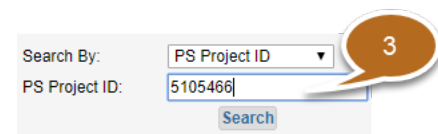
1. Login to RAMSeS.

2. Hover over the ADMIN tab and select Award Admin.
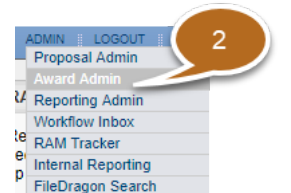
3. Enter the PS Project ID.

4. Click on the Project No hyperlink. This will open the Project Administration page.

5. Click on the Billing tab.

6. The first section will provide project specific financial information.

7. Billing Attachment List will list all invoices or reports submitted to and accepted by the sponsor.

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