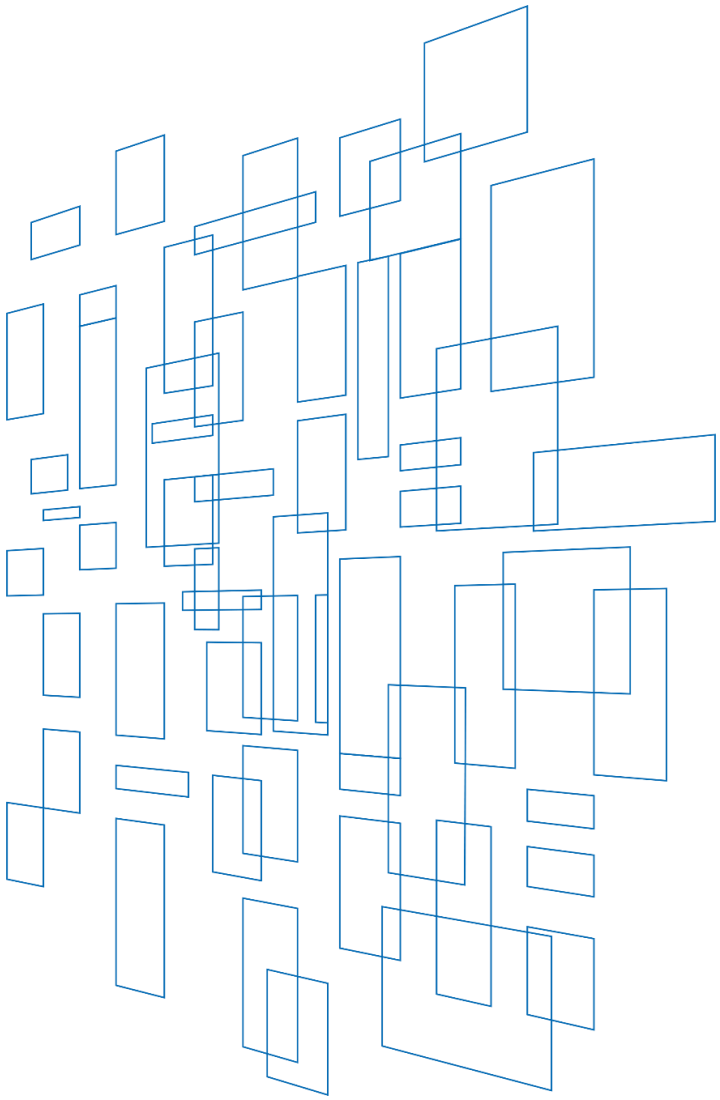

Schools and Libraries Cybersecurity Pilot Program Billed Entity Applicant Reimbursement (BEAR) Invoicing Form User Guide

Pilot FCC Form 472

Created/Revised December 2025

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This Schools and Libraries Cybersecurity Pilot Program (Pilot Program or Pilot) Billed Entity Applicant Reimbursement (BEAR) Form User Guide provides guidance to Pilot participants on the requirements and processes for preparing, completing, and submitting the Pilot FCC Form 472, and managing requests for reimbursement.

Once a Pilot participant receives a Funding Commitment Decision Letter (FCDL) committing funding for their requested eligible services and/or equipment, and depending on whether the participant has selected to invoice using either the BEAR or Service Provider Invoice (SPI) method, the participant or service provider may begin to submit requests for reimbursement (i.e., the Pilot FCC Form(s) 472/474) to USAC after the receipt or delivery of the services and/or equipment.

As a reminder, Pilot participants selected which invoicing method they prefer to use for a particular funding request number (FRN) (i.e., BEAR or SPI) on their Pilot FCC Form(s) 471.

Under the BEAR method, participants file the Pilot FCC Form 472 (BEAR Form) to request reimbursement from USAC for the discounted cost of eligible equipment and services that have been approved on the Pilot FCC Form 471, received by the participant/delivered by the service provider, and for which the participant has paid its service provider in full (i.e., for both the discounted and non-discounted portion of the costs of the eligible services and/or equipment).

Among other things, Pilot participants will be asked to provide the following information on their Pilot FCC Form(s) 472:

- Billing details, including costs and dates services were provided or equipment was delivered;
- Supporting documentation, including documentation to show the eligible cybersecurity equipment or services were received or delivered; and
- Certifications confirming compliance with Pilot Program rules.

Requests for reimbursement must be submitted through the Cybersecurity Pilot Program Portal and must be filed by the Invoice Deadline Date (IDD), which is no later than 90 days after the last day to receive equipment/services. The IDD is set forth in the first FCDL for each FRN. Your IDD can be found in your FCDL in the Cybersecurity Pilot Program Portal.

Applicants and service providers may request and automatically receive a one-time, 90-day extension of the deadline to submit an invoice for the BEAR Form if they submit a timely request. Invoice filing extension requests must be submitted on or before the IDD in order for the request to be considered timely filed.

Help completing the Pilot FCC Form 472 is available to Pilot participants that need it. Instructions on how to contact the USAC Customer Service Center are provided in the Reimbursement Assistance section of this user guide.

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Prepare to Invoice

Before you begin the Pilot FCC Form 472, follow the steps in this section to ensure requests for reimbursement are properly and accurately completed.

Document and Track Requests for Reimbursement

Establish a process to track and identify each request for reimbursement you have submitted to avoid submitting duplicate requests. Retain your supporting documentation for at least 10 years.

Determine Invoicing Eligibility

To submit a request for reimbursement using the Pilot FCC Form 472, an FRN must meet certain criteria:

- **FRN Status** is funded;
- **FRN Current Committed Amount** is greater than $0;
- **Available Funds** are greater than $0;
    - To calculate your **Available Funds**, subtract any **FRN Net Authorized Disbursements** from the **FRN Current Committed Amount**.
- The **Invoice Deadline Date** (IDD) or, if applicable, the IDD extension date, has not passed; and
- The **Invoicing Method** is Billed Entity Applicant Reimbursement (BEAR).
    - If the invoicing method for an FRN is set to Service Provider Invoice (SPI), the FRN will not be visible to participants on the Pilot FCC Form 472 and a request for reimbursement must be submitted by the service provider using the Pilot FCC Form 474. Participants may request a change in invoicing method using the Pilot FCC Form 488 (Post-Commitment Change Request Form).

Use the Pilot FCC Form 471 Open Data Tool to ensure your FRNs meet these criteria. This tool will be available in early 2026.

In addition, the participant must have a valid **FCC Form 498** on file to be able to submit a Pilot FCC Form 472.

- For more information on the FCC Form 498, visit the Obtain an Applicant 498 ID page in the E-Rate section of the USAC website, or contact USAC's Customer Support Center if you have any questions.

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Reference Your FCDL

To identify the correct Pilot FCC Form 471 and FRN for your request for reimbursement, use the information in your Funding Commitment Decision Letter (FCDL) or Revised Funding Commitment Decision Letter (RFCDL).

On your FCDL or RFCDL, you will find the following:

- Pilot FCC Form 471 Number and FRN;
- Approved services and/or equipment, cost, and quantities;
- Service, contract, and expiration dates; and
- The applicable discount rate, total pre-discount changes, and committed amount.

Calculate Request for Reimbursement Amount

The requested reimbursement amount must be the actual amount charged for the services and/or equipment, not the **FRN Current Committed** amount. On the Pilot FCC Form 472, you will enter the pre-discount eligible costs for each FRN line item into a cost grid. The system will calculate the actual discounted amount to be billed to USAC based on the discount rate associated with the FRN line item.

Before completing the cost grid for a particular FRN line item, be sure to remove the cost of any items that are listed as ineligible on the Pilot FCC Form 471.

Confirm Recipients of Service (Consortia)

Recipients of Service (ROS) are entities in a consortium that have been approved on a Pilot FCC Form 471 to receive particular services and/or equipment. Equipment and services for which reimbursement is sought must be delivered only to approved, eligible ROS. A request for reimbursement does not need to include every approved ROS specified for that particular FRN line item.

You can find the ROS list for an FRN line item on the Pilot FCC Form 471 Form Record in the Cybersecurity Pilot Program Portal or by downloading the Form PDF through the Pilot FCC Form 471 Open Data Tool.

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Confirm Invoicing Method

If the invoicing method for an FRN is set to Service Provider Invoice (SPI), a participant will not be able to submit a request for reimbursement using the Pilot FCC Form 472 (BEAR). If you need to change the invoicing method for an FRN, you may do so by filing a Pilot FCC Form 488 (Post-Commitment Change Request Form).

To be eligible for an invoicing method change, the following must be true:

- The FRN Status is funded;
- The committed funds for the FRN have not been fully disbursed; and
- The Invoice Deadline Date or, if applicable, the IDD extension date, has not passed.

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File Pilot FCC Form 472

After gathering all required information, confirming that your FRN is eligible for reimbursement, and confirming that the selected invoicing method for the FRN is the BEAR invoicing method, you will file your Pilot FCC Form 472 using the Cybersecurity Pilot Program Portal.

This section provides guidance on how to complete the Pilot FCC Form 472 in the Cybersecurity Pilot Program Portal.

User Roles and Permissions

Only the Pilot participant's Account Administrators, who have been assigned full access rights, or other authorized persons who have been assigned full access rights, such as consultants and school or library employees, can certify and submit Pilot Program forms. For the Pilot Program, user roles and permission rights are assigned on a per-form basis, which means that different users may have access to different Pilot Program forms.

For more information about how to add users or reactivate a deactivated user as an Account Administrator, please see the E-Rate Productivity Center (EPC) Account Administrator Guide.

Available rights for the Pilot FCC Form 472 include:

- **Full rights** – Users can fill out, edit, certify, and submit the form.
- **Partial rights** – Users can fill out and edit the form but cannot certify and submit the form. (Users with partial rights must route the draft form to the organization's full-rights user(s) for certification.)
- **View-only rights** – Users can view forms created by other users, but cannot fill out, edit, or certify and submit forms.
- **No Access** – Users cannot perform any form-related activity. A No Access user must request access to the form from the Account Administrator in order to obtain any of the access rights listed above.

Due to the sensitive nature of the data being collected in the Pilot Program, USAC has limited consultant access to participants' data. This means that, while the user management details contained in a participant's E-Rate EPC Account Profile will be transferred to the Cybersecurity Pilot Program Portal, consultants must be granted form-specific access by a school or library Account Administrator in order to access Pilot Program forms. There is a limit of three consultants permitted for each individual Pilot Program form.

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To assign user roles and permission rights for Pilot Program forms, including the Pilot FCC Form 472, an Account Administrator must:

1. Log into EPC
2. From the landing page, click **Manage Users**
3. Check the checkbox for your entity and click **Manage User Permissions**
4. Select **CBR User Permissions**
5. Select the appropriate **CBR BEAR/472 Permission** for each user
6. Click **Submit**

Figure 1 | From the EPC landing page, click Manage Users.

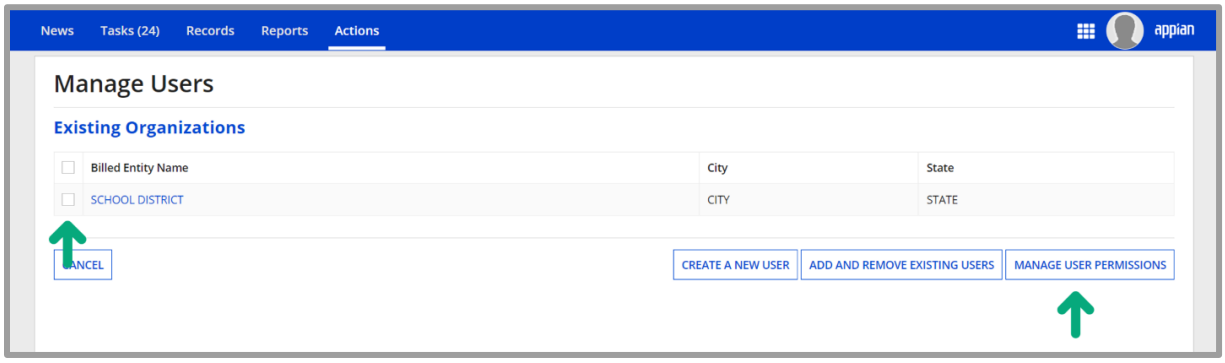

Figure 2 | On the Manage Users page, check the checkbox next to your entity and click Manage User Permissions.

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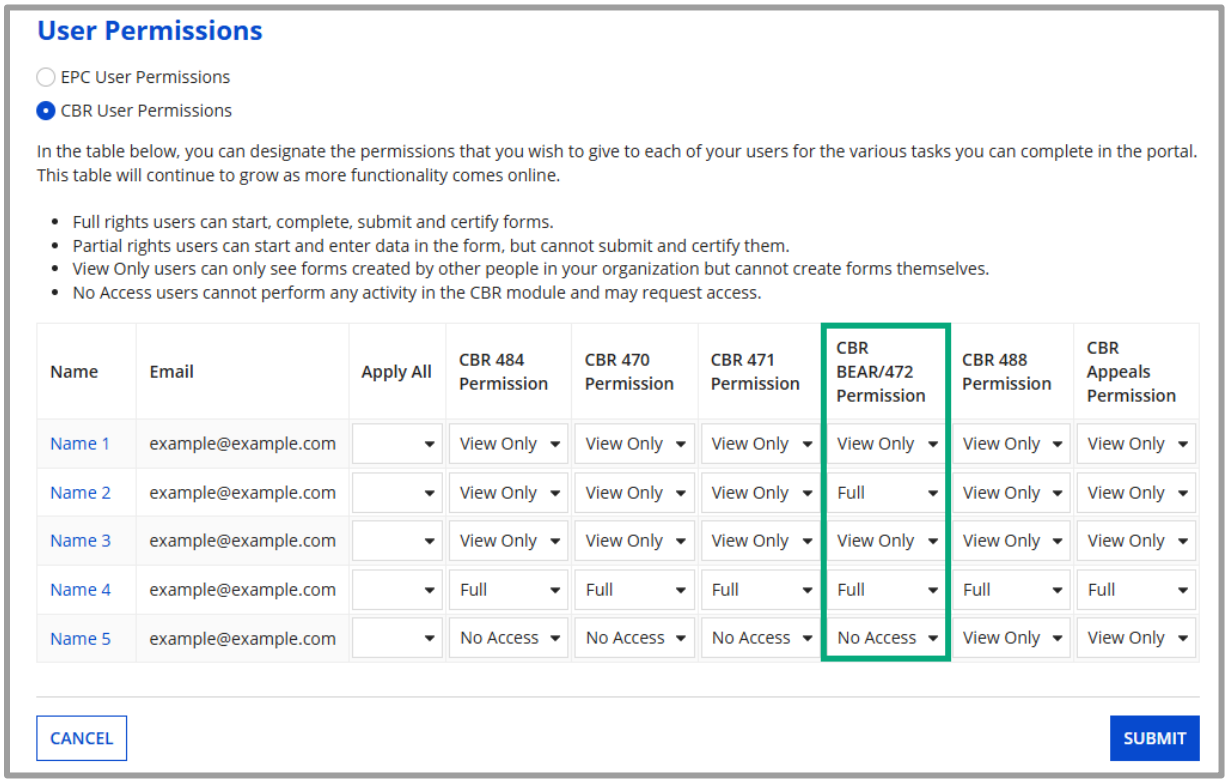

Figure 3 | On the Manage User Permissions page, select the permissions you wish to give to each user in the CBR BEAR/472 Permission column, then click Submit.

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Navigate to the Cybersecurity Pilot Program Portal

The Cybersecurity Pilot Program Portal (CBR Dashboard) can be used to access the various forms needed to participate in the Pilot Program. To access the dashboard, log into EPC and click the navigation waffle at the top of the screen. From the dropdown options, choose **Cybersecurity Pilot Program**.

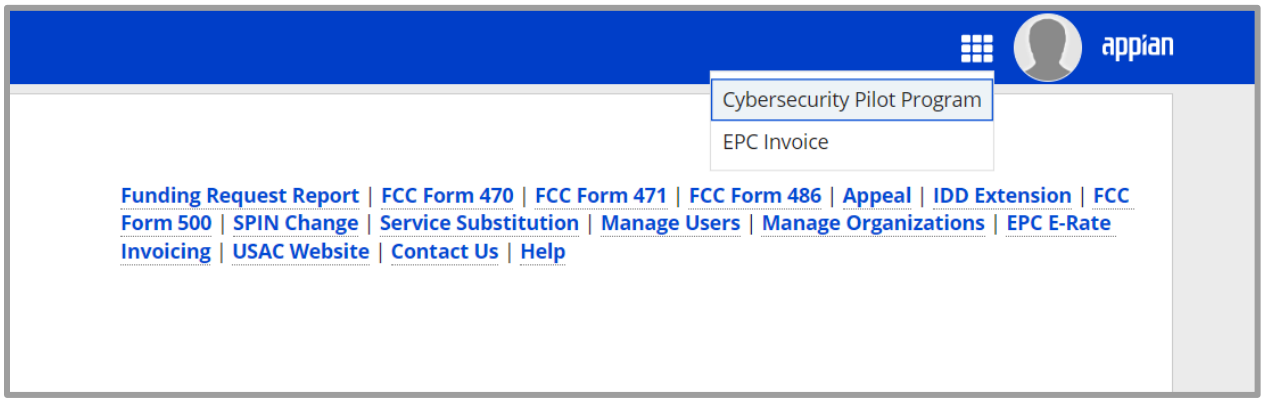

*Figure 4 | From the EPC landing page, click the navigation waffle and choose **Cybersecurity Pilot Program**.*

*Figure 5 | The four tabs on the CBR Dashboard are **My Organizations(s)**, **My Forms and Requests, My Pending Tasks,** and **My Pending Inquiries**.*

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Start Pilot FCC Form 472

In the **My Organization(s)** tab on the CBR Dashboard, click **Actions** in the **Action** column, then **Create CBR FCC Form 472**.

*Figure 6 | Click **Actions**, then **Create CBR FCC Form 472** in the **Action** column on the CBR Dashboard to begin the form.*

Pilot FCC Form 472 Navigation

This section provides an overview of navigation and input options within the Pilot FCC Form 472.

Progress Bar

The progress bar at the top of each form page helps you track your progress in completing the form.

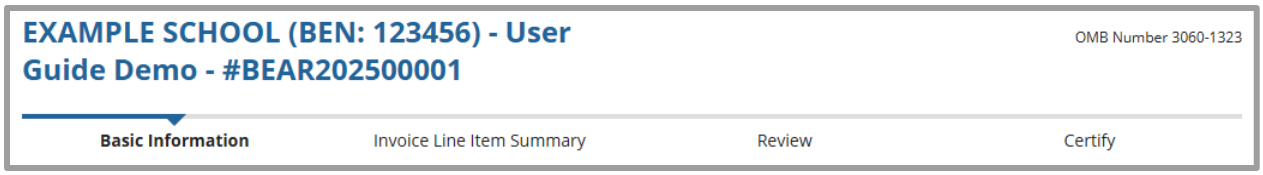

*Figure 7 | In the progress bar, track progress between form sections: **Basic Information**, **Invoice Line Item Summary**, **Review**, and **Certify**.*

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Saving or Discarding the Pilot FCC Form 472

The bottom of each Pilot FCC Form 472 page provides you with these options:

- **Back** – Go back to the previous page.
- **Discard Form** – Discard the entire form. Note that when you discard a form, the draft form will be deleted from USAC's system and cannot be retrieved.
- **Save & Continue** – Save the form so it appears in the **My Pending Tasks** list on the CBR Dashboard with the most recent edits and proceed to the next form page to continue entering information.

*Figure 8 | The options at the bottom of each form page are: **Back**, **Discard Form**, and **Save & Continue**.*

Exiting the Form and Returning Later

To save the information you have entered, select **Save & Continue** before you exit the form. When you return to the form, navigate to the CBR Dashboard and select the task name on the **My Pending Tasks** tab to resume where you left off. The prior information that you added is saved and you will still be able to edit it prior to submission of the form.

*Figure 9 | To resume editing the form, select the task name on the **My Pending Tasks** tab on the CBR Dashboard.*

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Required Fields

Required fields are followed by a blue asterisk (*). Complete all required fields before advancing to the next page of the form.

Figure 10 | Required fields are followed by a blue asterisk.

Pop-Up Confirmation Messages

The system displays pop-up messages to verify that you want to take certain actions within the form. For example, the below pop-up message provides you with an opportunity to click **Yes** proceed to certification or **No** if you wish to remain on the Review page.

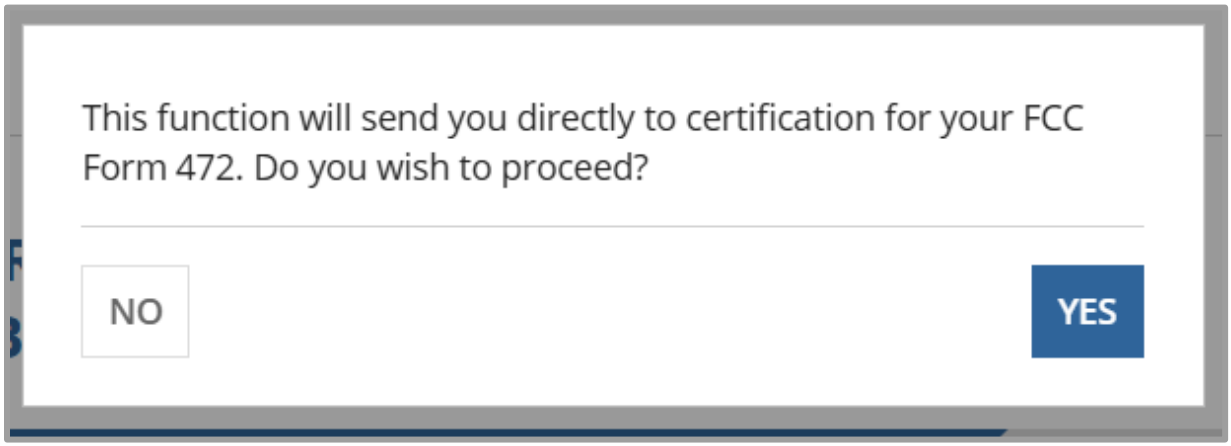

Figure 11 | When you select Continue to Certification, a pop-up message asks you to confirm if you wish to proceed.

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Pilot FCC Form 472 Form Overview

There are four sections that make up the Pilot FCC Form 472: **Basic Information**, **Invoice Line Item Summary**, **Review**, and **Certify**. Each section is discussed below.

Basic Information

On the **Basic Information** page, be sure to review the Paperwork Reduction Act Notice and Privacy Act Statement.

Also be sure to review the **Billed Entity Information** to confirm its accuracy. This section of the form will be auto-populated based on information from your entity's EPC Profile. If any of the non-editable information is incorrect, or you wish to change the information, please update your entity's EPC Account Profile by selecting **Manage Organization** from the **Related Actions** menu on the landing page in EPC. If you do not have access to **Manage Organization**, please contact your participant entity's Account Administrator or create a customer service case to request updates to your participant entity's EPC Profile.

Select your **Participant FCC Form 498 ID** from the dropdown.

Enter an **invoice nickname** to help you easily identify your form. Choose a nickname that you will remember and helps meet your recordkeeping needs.

In the **Consultant Information** section, review the consultants associated with your entity. If you have a consultant who you would like to have access rights to the Pilot FCC Form 472 but is not listed in the **Consultant Information** section, contact your EPC Account Administrator or create a customer service case to request to update your Pilot participant's entity profile. These updates will then populate in the form if the form has not yet been certified.

Consultant Form Access

The consultants list on the **Basic Information** page is drawn from your EPC profile and includes all consultants associated with your entity. The consultants listed in the **Consultant Information** section may or may not have access to the Pilot FCC Form 472. Just a reminder that consultant access for the Pilot Program is granted on a per-form basis in EPC, with a limit of three consultants for each form.

In the **Contact Information** section, identify the main contact person who will answer any questions about the information provided on the form. Contact information for each person is based on information in your entity's EPC Profile. Add contact information for the summer or holiday contact person, if it is different from the main contact person.

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Invoice Line Item Summary

In the Invoice Line Item Summary section, add invoice line items to your form to request reimbursement from USAC for one or more FRN line items.

To begin, click **Add Line Item**.

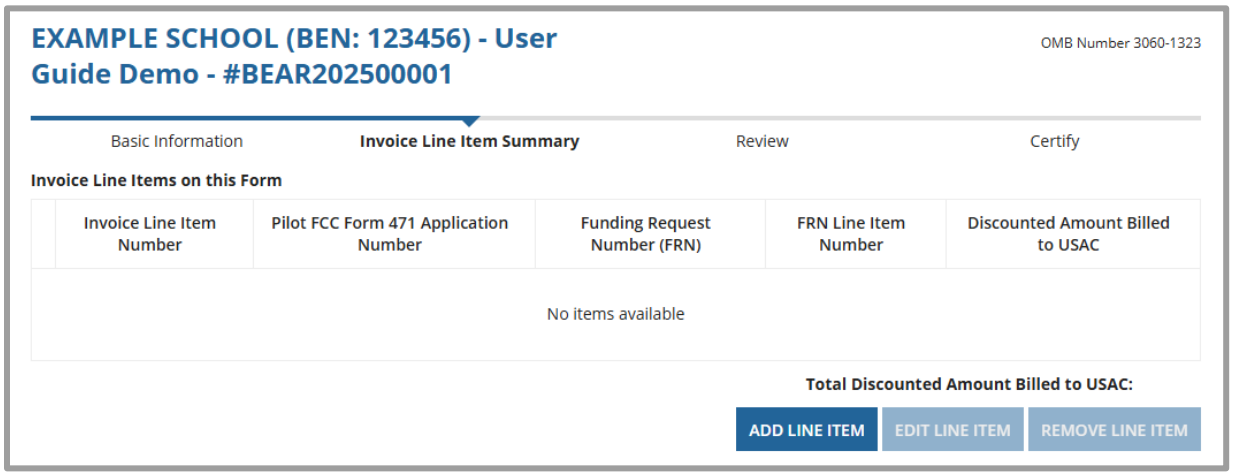

*Figure 12 | On the **Invoice Line Item Summary** page, you can **Add**, **Edit**, and **Remove** line items.*

On the **Add Invoice Line Item** page:

1. Add an FRN line item by selecting a row in the grid. You can use the dropdown filters above the grid to filter by **Pilot FCC Form 471 Application Number**, **FRN**, **FRN Line Item Number**, or **SPIN**.
2. Information about the selected line item will be populated in the **Information for FRN Line Item** section, including:
    - Discount Rate;
    - Requested Amount for this FRN Line Item;
    - Committed Total Pre-Discount Eligible Line Item Cost; and
    - Disbursement Amount for this FRN Line Item.

Select an FRN Line Item

Only FRN line items available for reimbursement using the Pilot FCC Form 472 are available to select on the **Add Invoice Line Item** page. If an FRN line item has not been committed or is set to the SPI invoice method, it will not appear on this page.

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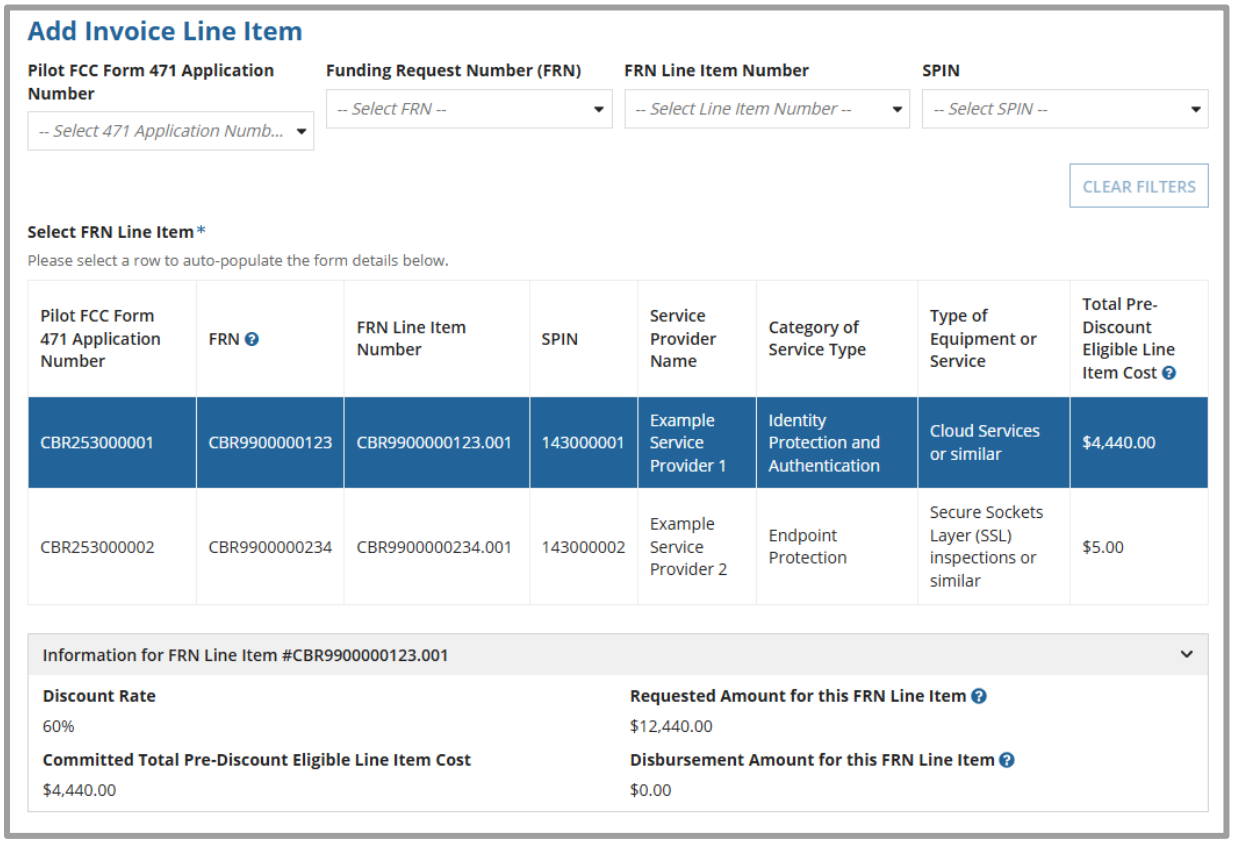

*Figure 13 | In the **Add Invoice Line Item** section, click a row in the grid to select an **FRN Line Item**. Information about the selected line item will be populated in the **Information for FRN Line Item** section.*

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Billing Details

In the **Billing Details** section, indicate if you are billing for a **monthly** or **one-time** cost. You may only select one type of cost (monthly or one-time) for each FRN line item.

There are different versions of the Billing Details section depending on the type of cost selected. These versions are discussed in the following sections.

Billing Details: Monthly Cost

1. After you select Monthly cost, information about the **make** and **model** for the line item will be populated from the approved Pilot FCC Form 471. If this monthly cost is for a lease or non-purchase agreement, answer the question, "Are you invoicing for the same make and model indicated on your Pilot FCC Form 471 for the FRN line item?" If the make or model you are seeking reimbursement for has changed from the make and model on your approved Pilot FCC Form 471, you will need to submit a service substitution request using the Pilot FCC Form 488 (Post-Commitment Change Request Form) prior to seeking reimbursement for the FRN line item.
2. Enter a date in one of the two date fields, **Customer Billed Date/Delivery Date** or **Date Shipped or Last Day of Work Performed**. The **Customer Billed Date/Delivery Date** is the date the participant received a bill for recurring services or for multiple installments for non-recurring (i.e., one-time) services. The **Date Shipped or Last Day of Work Performed** is the date the products were shipped or the last date that non-recurring (i.e., one-time) services were performed. The date entered should be after the service start, delivery, or installation date and before the service end date and should match the supporting documentation.
    a. In the **Customer Billed Date/Delivery Date** field, enter the date you received a bill from the service provider, or
    b. In the **Date Shipped or Last Day of Work Performed** field, enter the date the products were shipped or the last day that the service provider performed its work.
3. Select a **Billing Frequency** from the following options:
    - ○ One Time
    - ○ Weekly
    - ○ Every Two Weeks
    - ○ Monthly
    - ○ Twice a Month
    - ○ Every Two Months
    - ○ Quarterly
    - ○ Semi-Annually
    - ○ Annually

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4. Enter a value for each of the following rows in the **Monthly Product/Service Costs** grid:
   - Monthly Product/Service Cost
   - Monthly Tax Cost
   - Monthly Installation Cost
   - Monthly Activation Cost
   - Monthly Configuration Cost
   - Number of Months Being Invoiced
   - Quantity

   You must complete all fields in the grid. If there are no costs associated with a field, enter 0. The system will calculate the **Total Undiscounted Amount for Product/Services** to be the total amount per FRN line item for which the participant seeks reimbursement from USAC. The system will calculate the **Discounted Amount** as the total undiscounted amount for the product/services multiplied by the participant's discount rate for the FRN line item.

Monthly Product/Service Costs

For recurring costs, no matter the billing frequency, enter costs for one month in each row of the costs grid. Enter the total number of months you are invoicing for in the **Number of Months Being Invoiced** row. The system will multiply the one-month costs entered by the number of months being invoiced to determine the total undiscounted amount of the costs.

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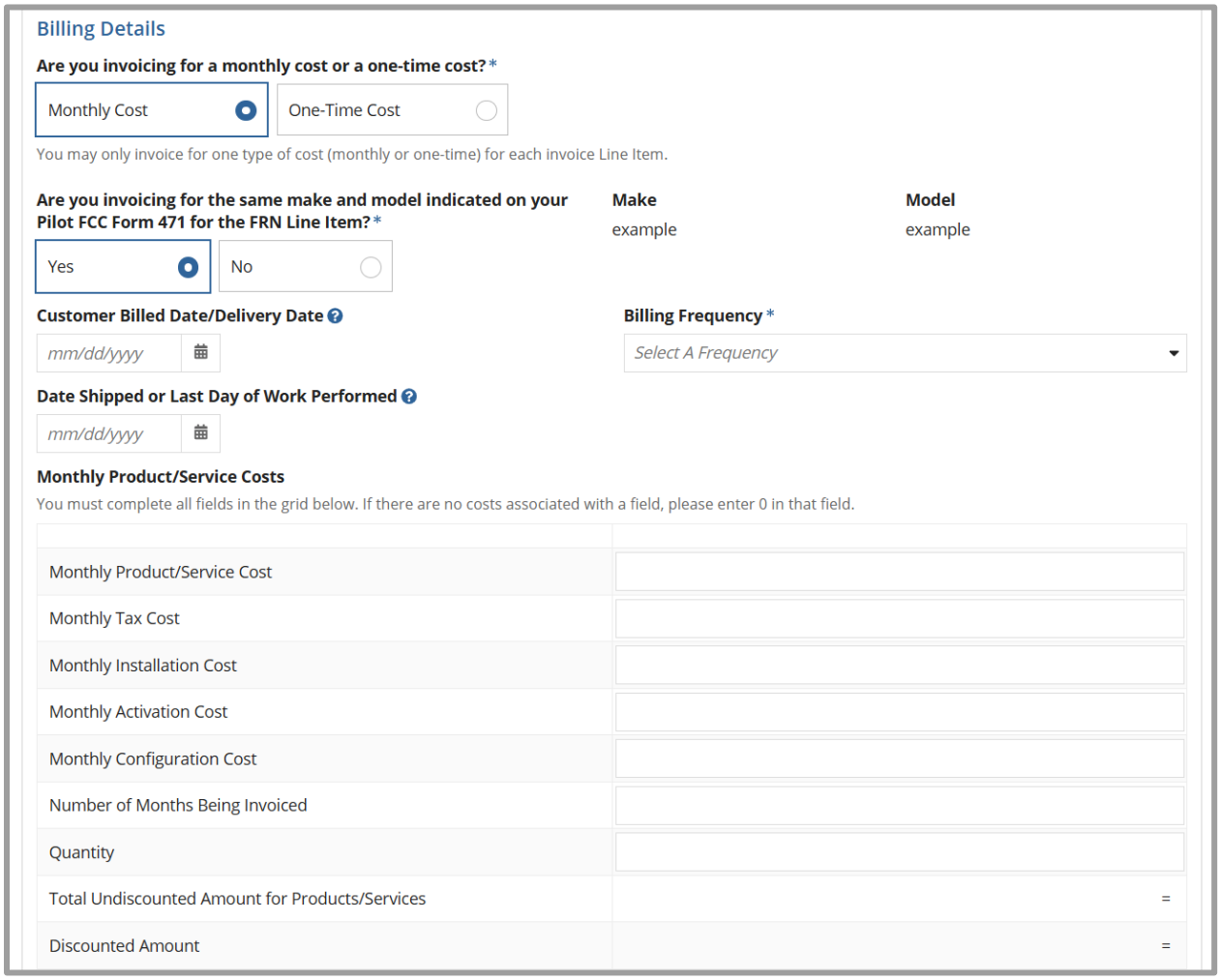

*Figure 14 | For a monthly cost, complete **Billing Details**, including the **Monthy Product/Service Costs** grid. The question "Are you invoicing for the same make and model indicated on your Pilot FCC Form 471 for the FRN Line Item?" will be displayed only for lease or non-purchase agreement FRN line items.*

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Billing Details: One-Time Cost

1. After you select One-Time cost, information about the **make** and **model** for the line item will be populated from the approved Pilot FCC Form 471. Answer the question, "Are you invoicing for the same make and model indicated on your Pilot FCC Form 471 for the FRN line item?" If the make or model you are seeking reimbursement for has changed from the make and model on your approved Pilot FCC Form 471, you will need to submit a service substitution request using the Pilot FCC Form 488 (Post-Commitment Change Request Form) prior to invoicing for the FRN line item.
2. Enter a date in one of the two date fields, **Customer Billed Date/Delivery Date** or **Date Shipped or Last Day of Work Performed**. The **Customer Billed Date/Delivery Date** is the date the participant received a bill for recurring services or for multiple installments for non-recurring (i.e., one-time) services. The **Date Shipped or Last Day of Work Performed** is the date the products were shipped or the last date that non-recurring (i.e., one-time) services were performed. The date entered should be after the service start, delivery, or installation date and before the service end date and should match the supporting documentation.
    a. In the **Customer Billed Date/Delivery Date** field, enter the date you received a bill from the service provider, or
    b. In the **Date Shipped or Last Day of Work Performed** field, enter the date the products were shipped or the last day that the service provider performed its work.
3. Enter a value for each of the following rows in the **One-Time Product/Service Cost** grid:
    - One-Time Product/Service Cost;
    - One-Time Tax Cost;
    - One-Time Installation Cost;
    - One-Time Activation Cost;
    - One-Time Configuration Cost; and
    - Quantity.

    You must complete all fields in the grid. If there are no costs associated with a field, enter 0. The system will calculate the **Total Undiscounted Amount for Product/Services** to be the total amount per FRN line item for which the participant seeks reimbursement from USAC. The system will calculate the **Discounted Amount** as the total undiscounted amount for the product/services multiplied by the participant's discount rate for the FRN line item.

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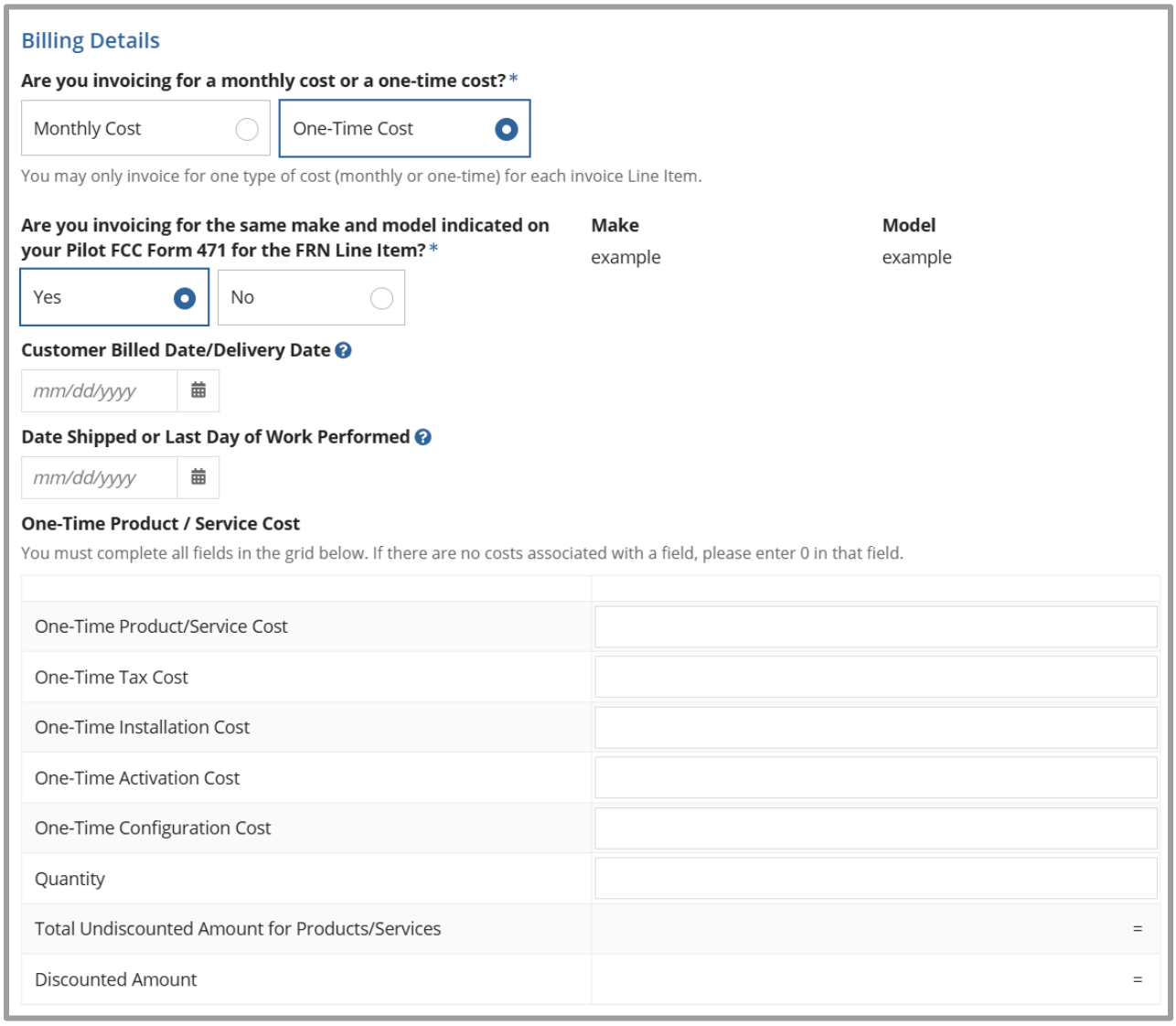

*Figure 15 | For a one-time cost, complete **Billing Details**, including the **One-Time Product/Service Cost** grid.*

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Supporting Documentation

In the **Supporting Documentation** section, upload the invoices and documentation that support the eligible cybersecurity equipment and services for which you seek reimbursement on this Pilot FCC Form 472. You should also include documentation to show the eligible products/services were received or delivered, including location and date of delivery.

Acceptable documentation includes (but is not limited to):

- A bill that that contains the charges, recipients of service, and/or participant details;
- Shipping and/or delivery documentation; and
- Any other documentation that supports the amounts for which you seek to be reimbursed on this form.

To upload a document, click **Upload** and select a file or drop a file into the box labeled **Drop file here**.

To upload additional documents and add a row to the document table, click **Upload Document** again and repeat the uploading process.

To remove a document, click the **x** for the **Document ID** you wish to remove or select the checkbox in front of the **Document ID** for that row and click **Remove Document(s)**.

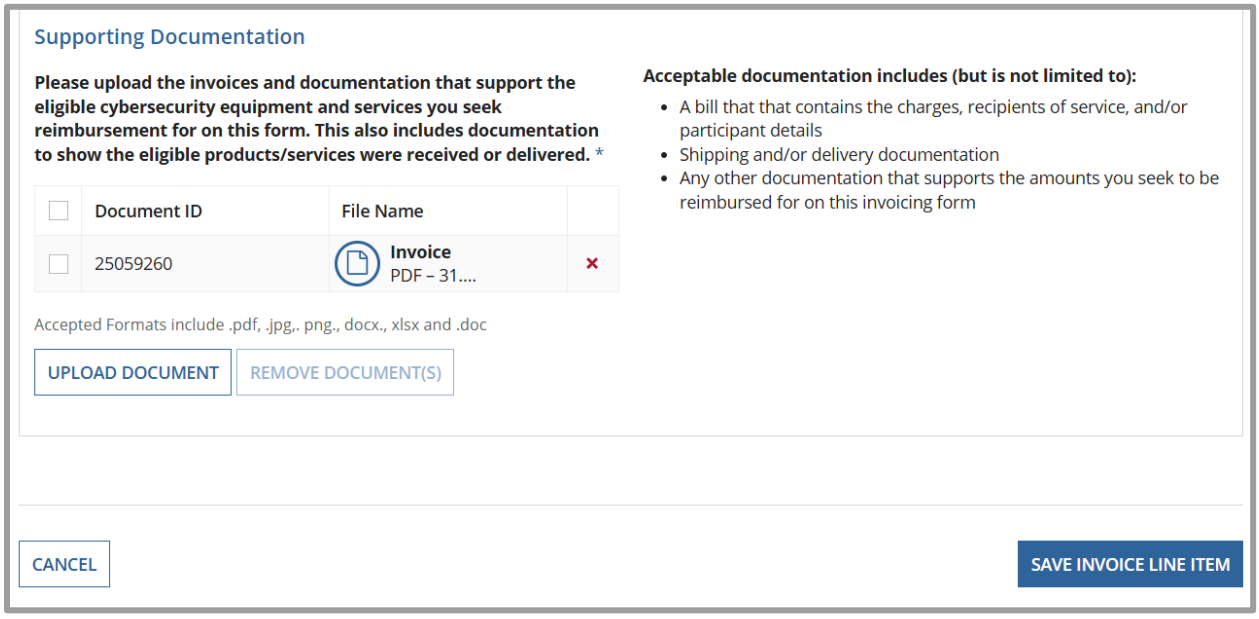

*Figure 16 | In the **Supporting Documentation** section, upload the invoices and documentation that support the eligible cybersecurity equipment and services for which you seek reimbursement.*

After completing all required fields and uploading supporting documentation, click **Save Invoice Line Item** to return to the **Invoice Line Item Summary** grid.

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After adding all line items for which you are seeking reimbursement, click **Save & Continue** to continue to the **Review** page.

Review

When you reach the **Review** page, the system generates a PDF version of the form.

To review the form:

1. Click the PDF file name to download the PDF version of your Pilot FCC Form 472 for review.
2. The options on the Certify page depend on whether you have been given partial or a full-rights user permissions.

Review as a Partial Rights User

As a partial rights user, you do not have permission to certify the Pilot FCC Form 472 and will need to send it to a full rights user for certification. To send the form to a full rights user, click **Send for Certification**. When the system notifies you that your form will be sent to the full rights user(s) in your organization and asks if you wish to proceed, select Yes to send the form for certification. The form will disappear from your tasks list and you will not be able to re-open or revise the form unless a full-rights user reassigns the form to you for further editing.

Review as a Full Rights User

If you are a full rights user that has received a Pilot FCC Form 472 for certification navigate to the **My Pending Tasks** tab in the Cybersecurity Pilot Program Portal to find Pilot FCC Forms 472 that have been sent to you for certification.

Full rights users that receive a Pilot FCC Form 472 from a partial rights user and full rights users that are completing the form themselves have two options, depending on whether they are the full rights user that will be certifying the form or will be sending it to another full rights user for certification. On the **Review** page:

1. If you will be sending the form to another full rights user for certification: Select **Send for Certification** to send the form to another full rights user(s) in your organization. When the system notifies you that your form will be sent to the full rights user(s) in your organization and asks if you wish to proceed, select **Yes** to send the form for certification. If you choose this option, the form will disappear from your tasks list and you will not be able to re-open or revise the form unless a full-rights user reassigns the form to you for further editing.
2. If you are the full rights user that will be certifying the form: Check the box to certify that the information in the PDF version of the Pilot FCC Form 472 is accurate and correct. Select **Continue to Certification** to continue to the **Certify** page.

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Certify

Carefully read the certification text. Check each box to confirm that you understand and will comply/have complied with the certification.

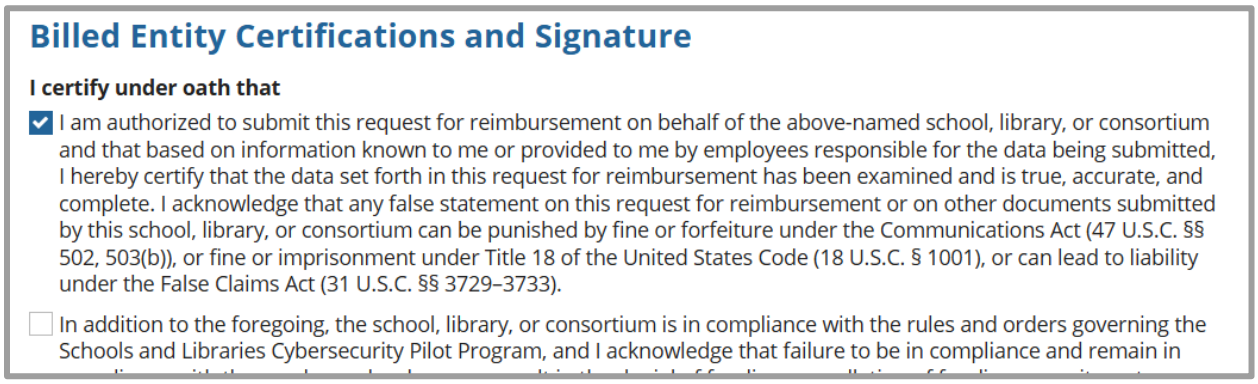

*Figure 17 | On the **Certify** page, in the **Billed Entity Certifications and Signature** section, check each checkbox to confirm that you understand and will comply/have complied with each certification.*

After completing each certification section, click **Certify & Submit**. This action is equivalent to providing your electronic signature. When the system asks if you are ready to certify your Pilot FCC Form 472, select **Yes** to certify and submit.

When you select **Yes** in response to the confirmation message, the form will be certified and will be submitted to USAC. The form will disappear from your tasks list and you will not be able to re-open or revise the form after it has been certified.

Certifications

Certification text follows for your reference.

I certify under oath that:

- I am authorized to submit this request for reimbursement on behalf of the above-named school, library, or consortium and that based on information known to me or provided to me by employees responsible for the data being submitted, I hereby certify that the data set forth in this request for reimbursement has been examined and is true, accurate, and complete. I acknowledge that any false statement on this request for reimbursement or on other documents submitted by this school, library, or consortium can be punished by fine or forfeiture under the Communications Act (47 U.S.C. §§ 502, 503(b)), or fine or imprisonment under Title 18 of the United States Code (18 U.S.C. § 1001), or can lead to liability under the False Claims Act (31 U.S.C. §§ 3729–3733).
- In addition to the foregoing, the school, library, or consortium is in compliance with the rules and orders governing the Schools and Libraries Cybersecurity Pilot Program, and I acknowledge that failure to be in compliance and remain in compliance with those rules and

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orders may result in the denial of funding, cancellation of funding commitments, and/or recoupment of past disbursements. I acknowledge that failure to comply with the rules and orders governing the Schools and Libraries Cybersecurity Pilot Program could result in civil or criminal prosecution by law enforcement authorities.

- By signing this request for reimbursement, I certify that the information contained in this request for reimbursement is true, complete, and accurate, and the expenditures, disbursements, and cash receipts are for the purposes and objectives set forth in the terms and conditions of the federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative penalties for fraud, false statements, false claims, or otherwise. (U.S. Code Title 18, §§ 1001, 286–287, and 1341, and Title 31, §§ 3729–3730 and 3801–3812).
- The funds sought in the request for reimbursement are for eligible services and/or equipment that were purchased in accordance with the Schools and Libraries Cybersecurity Pilot Program rules and requirements in this subpart and received by the school, library, or consortium. The equipment and/or services being requested for reimbursement were determined to be eligible and approved by the Administrator.
- The non-discounted share of costs amount(s) was billed by the Service Provider and paid in full by the Billed Entity Applicant on behalf of the eligible schools, libraries, and consortia of those entities.
- The school, library, or consortium is not seeking Schools and Libraries Cybersecurity Pilot Program reimbursement for the portion of eligible services and/or equipment that have been purchased and reimbursed in full or in part with other federal, state, Tribal, or local funding or are eligible for discounts from the schools and libraries universal service support mechanism or other universal service support mechanisms.
- The school, library, or consortium acknowledges that it must submit invoices detailing the items purchased and received along with the submission of its request for reimbursement as required by § 54.2008(b).
- The equipment and/or services the school, library, or consortium purchased will not be sold, resold, or transferred in consideration for money or any other thing of value, except as allowed by § 54.2003(b).
- The school, library, or consortium acknowledges that it may be subject to an audit, inspection, or investigation pursuant to its request for reimbursement, that it will retain for ten years any and all records related to its request for reimbursement, and will make such records and equipment purchased with Schools and Libraries Cybersecurity Pilot Program reimbursement available at the request of any representative (including any auditor) appointed by a state education department, the Administrator, the Commission and its Office of Inspector General, or any local, state, or federal agency with jurisdiction over the entity.
- No kickbacks, as defined in 41 U.S.C. § 8701, were paid to or received by the participant, including, but not limited to, their employees, officers, representatives, agents, independent contractors, consultants, family members, and individuals who are on the governing boards,

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from anyone in connection with the Schools and Libraries Cybersecurity Pilot Program or the schools and libraries universal service support mechanism.

- The school, library, or consortium acknowledges that Commission rules provide that persons who have been convicted of criminal violations or held civilly liable for certain acts arising from their participation in the universal service support mechanisms are subject to suspension and debarment from the program. The school, library, or consortium will institute reasonable measures to be informed, and will notify the Administrator should it be informed or become aware that any of the entities listed on this application, or any person associated in any way with this entity and/or the entities listed on this application, is convicted of a criminal violation or held civilly liable for acts arising from their participation in the universal service support mechanisms.
- No universal service support has been or will be used to purchase, obtain, maintain, improve, modify, or otherwise support any equipment or services produced or provided by any company designated by the Commission as posing a national security threat to the integrity of communications networks or the communications supply chain since the effective date of the designations.
- No federal subsidy made available through a program administered by the Commission that provides funds to be used for the capital expenditures necessary for the provision of advanced communications services has been or will be used to purchase, rent, lease, or otherwise obtain, any covered communications equipment or service, or maintain any covered communications equipment or service, or maintain any covered communications equipment or service previously purchased, rented, leased, or otherwise obtained, as required by § 54.10.

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After Certifying and Submitting

After you have certified your Pilot FCC Form 472 and it is received by USAC, it is considered submitted and all users with full, partial, or view-only access rights to the form will receive a certification acknowledgement email. This notification confirms that the form has been certified and submitted.

Check FRN and FRN Line Item Status

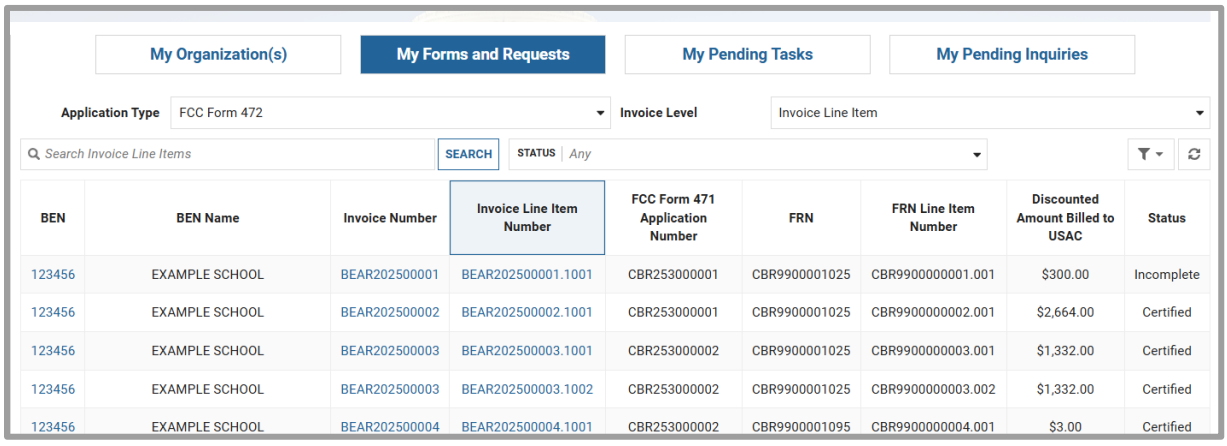
Once a request for reimbursement has been submitted, you can view the Pilot FCC Form 472 record in the Cybersecurity Pilot Program Portal:

1. From the CBR Dashboard, navigate to the **My Forms and Requests** tab.
2. From the **Application Type** dropdown, select **FCC Form 472**.
3. In the **Invoice Level** dropdown, select **Invoice Detail** or **Invoice Line Item**.

In the **Invoice Detail** grid, each Pilot FCC Form 472 is represented as a row. In the **Status** column, an invoice may be **Incomplete**, **Certified**, or **Processed**. To navigate this grid, you can search by invoice number, filter by status, or click any column heading to sort by that field in ascending or descending order.

In the **Invoice Line Item** column, each line item is represented as an individual row. In the **Status** column, a line item may be **Incomplete**, **Certified**, **Partially Approved**, **Approved**, **Cancelled**, or **Denied**. To navigate this grid, you can search by line item number, filter by status, or click any column heading to sort by that field in ascending or descending order.

Note that Cybersecurity Pilot Program invoices and invoice line items will appear only in the Cybersecurity Pilot Program Portal, not in the E-Rate Invoicing Dashboard.



BEN	BEN Name	Invoice Number	Invoice Line Item Number	FCC Form 471 Application Number	FRN	FRN Line Item Number	Discounted Amount Billed to USAC	Status
123456	EXAMPLE SCHOOL	BEAR202500001	BEAR202500001.1001	CBR253000001	CBR9900001025	CBR9900000001.001	$300.00	Incomplete
123456	EXAMPLE SCHOOL	BEAR202500002	BEAR202500002.1001	CBR253000001	CBR9900001025	CBR9900000002.001	$2,664.00	Certified
123456	EXAMPLE SCHOOL	BEAR202500003	BEAR202500003.1001	CBR253000002	CBR9900001025	CBR9900000003.001	$1,332.00	Certified
123456	EXAMPLE SCHOOL	BEAR202500003	BEAR202500003.1002	CBR253000002	CBR9900001025	CBR9900000003.002	$1,332.00	Certified
123456	EXAMPLE SCHOOL	BEAR202500004	BEAR202500004.1001	CBR253000002	CBR9900001095	CBR9900000004.001	$3.00	Certified

*Figure 18 | Select **FCC Form 472** from the **Application Type** dropdown to check FRN and FRN line item status in the **My Forms and Requests** tab of the CBR Dashboard.*

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Monitor Disbursements

Once a Pilot FCC Form 472 has been processed, you will receive a BEAR Notification Letter. This letter will include the amounts disbursed for any line items and any relevant decision codes and decision explanations.

You can view the **Disbursed Copy** of the Pilot FCC Form 472 invoice line items in the Cybersecurity Pilot Program Portal:

1. From the CBR Dashboard, navigate to the **My Forms and Requests** tab.
2. From the **Application Type** dropdown, select **FCC Form 472**.
3. In the **Invoice Level** dropdown, select **Invoice Line Item**.
4. In the **Invoice Line Item** grid, select any **Invoice Line Item Number** to open the summary page for that line item.

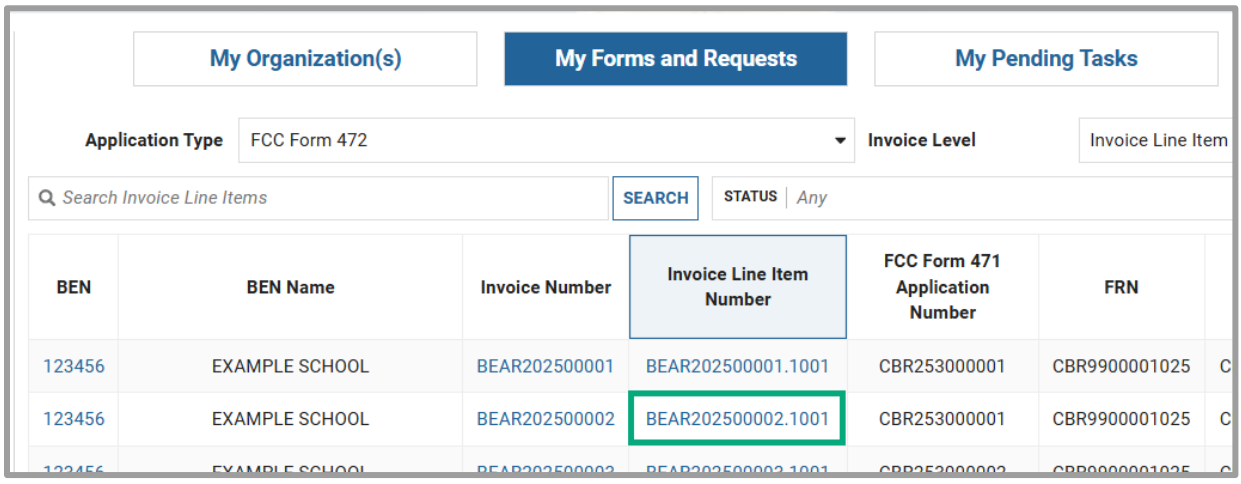

*Figure 19 | From the **My Forms and Requests** tab of the CBR Dashboard, select any **Invoice Line Item Number** to open the summary page for that line item and, if the line has been processed, view the **Disbursed Copy**.*

Respond to Inquiries

To ensure compliance with the FCC's rules, the Pilot FCC Form 472 will be subject to reviews similar to the reviews USAC conducts for the FCC Form 472 submitted in the E-Rate program. Pilot participants can expect USAC to reach out to the contact(s) listed on the Pilot FCC Form 472 to inquire about information provided on the form and/or to request additional supporting documentation. You have 15 calendar days to respond to questions from USAC reviewers. If you fail to respond, your request for reimbursement may be rejected, denied, or the amount requested may be modified/reduced based on the information submitted.

To respond to inquiries through the Cybersecurity Pilot Program Portal, navigate to the **My Pending Inquiries** tab.

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Select **Respond to Inquiry** in the last column of any row to view and respond to that inquiry. Enter a response in the **Note** field. Select **Upload** to add attachment(s). Select **Submit** to send your response.

Reimbursement Assistance

If you have any questions about the reimbursement process or the Pilot FCC Form 472, please contact the USAC Customer Service Center (CSC) at (888) 203-8100 between 8 a.m. and 8 p.m. E.T., Monday through Friday.

You can also create a customer service case in EPC via the **Contact Us** link on your EPC landing page. On the customer service case form, select the topic **Cybersecurity Pilot.**

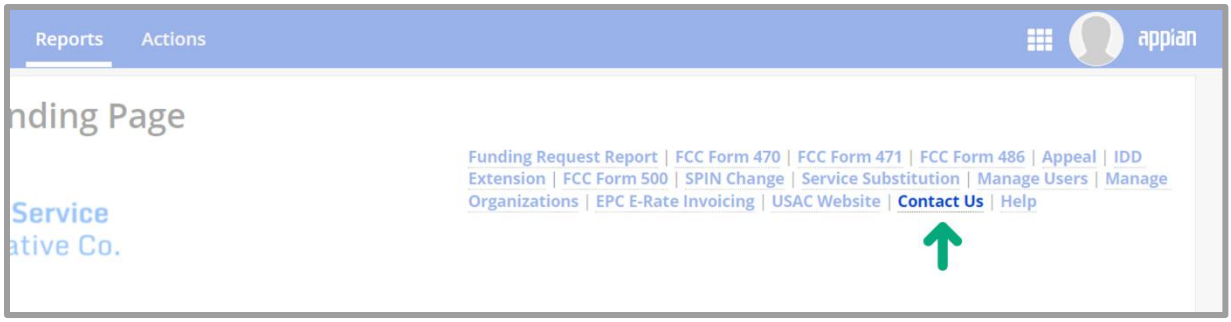

*Figure 20 | Click **Contact Us** on your EPC landing page to create a customer service case.*