RESEARCH PERFORMANCE PROGRESS REPORT INSTRUCTIONS

Revision 7, 8/21/2019

# Summary of Changes

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| --- | --- | --- |
| Revision | Change | Date |
| 1 | Updated cover sheet to indicate that Federal Grant / Cooperative Agreement Number is also referred to as the CID number. | 3/24/2016 |
| 1 | Clarified instructions for signatures. | 3/24/2016 |
| 1 | Removed character limit from narrative fields | 3/24/2016 |
| 1 | Revised “Students and Collaborators” tab | 3/24/2016 |
| 2 | Added General Reporting Instructions section | 1/10/2017 |
| 2 | Added note to explain that milestones where current status is “UPDATE NEEDED” must be changed to reflect current status | 1/10/2017 |
| 2 | Formatting changes | 1/10/2017 |
| 2 | Added Table of Contents | 1/10/2017 |
| 3 | Updated with new requirements as of March 2017 revision to DOE RPPR requirements | 11/27/2017 |
| 4 | Updated with new requirements for “Products” tab in FY 2018 award templates | 12/17/2018 |
| 5 | Corrected instructions for e-mail submission on cover sheet | 2/5/2019 |
| 5 | Added Project Outcomes section for FY 2018 and later awards | 3/26/2019 |
| 6 | Corrected an error in the Cost and Schedule Status section regarding cumulative value earned and total available. | 5/23/2019 |
| 6 | Added screenshots to the General Reporting Instructions section | 6/10/2019 |
| 6 | Added a note to the Actual Costs field stating that actuals reported by DOE-ID include costs from national laboratory collaborators which billed directly to DOE-ID. | 6/10/2019 |
| 7 | Updated instructions for submission to include uploading to FedConnect  | 8/21/2019 |

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# General Reporting Instructions

Each quarter, your PICS:NE Analyst (Dave Yarwood, dyarwood@alleghenyst.com for NEUP awards, Dave Bates, dbates@alleghenyst.com for NEET-CTD awards) will e-mail you a pre-populated Research Performance Progress Report template. The following sections detail how to accurately complete the RPPR template. Once completed, submit the report by uploading the file to FedConnect (<https://fedconnect.net>) and submit via e-mail to INRREPORTS@inl.gov, psdrept@id.doe.gov, neup@id.doe.gov, neupawards@alleghenyst.com, your DOE-ID Technical Project Officer, and your Federal Manager (also referred to as the Technical Monitor) using the subject line “DE-NE000#### FY 20## (1st/2nd/3rd/4th) Quarter Report” (the #s should be filled in from you CID and the current fiscal year. For a quick reference, refer to rows 34 through 36 of the Cover Sheet of the RPRR):



Key areas of the RPPR to focus on:

### Accomplishments

Pay particular attention to section b, “What was accomplished under these goals?” This should be the meat of your report. Also ensure you complete section e, “What do you plan to do during the next reporting period to accomplish the goals?”

### Products

Enter any products published or updated during the reporting period. For section a., include title, author(s), date, and select the type of publication (publication, conference paper, or presentation) from the drop-down list. For section d., include title, author(s), date, and select the type (invention, patent application, or license) from the drop-down list.

### Changes/Problems

Use this section to describe any issues or concerns you may have, as well as your plan to address them.

### Cost and Schedule Status

This section is used to report the progress against the milestones described in your Work Package template submitted at the beginning of your project. To status each milestone, select the cell in the Status column corresponding to the milestone and click the drop down arrow to show the list of options:



The default will be “On Schedule” for these milestones, except if a milestone is due during the reporting period covered by this report. If a milestone is on schedule, you do not need to enter any additional information.



If the status shows “UPDATE NEEDED,” you must select another option from the list excluding “On Schedule,” as the scheduled completion date has passed.



If a milestone is complete, select “Complete” or “Completed Late” and update the actual finish date. You must also provide a deliverable for all completed milestones. For each completed milestone, you must submit the deliverable described in your work package form. Please attach the file to the e-mail submitting your report with the file name matching the deliverable title from your work package form.



If a milestone is late or expected late, select “Expected Late” and update the % Comp (percent complete), Revised Finish Date, and Narrative columns.



Once you have completed your milestone status, the sheet will calculate your value earned and cost variance. If you cost variance exceeds +/- $25,000 and +/- 10%, the Cost Variance Narrative field will be highlighted in yellow and you must provide a cost variance narrative explaining why your project is not spending according to plan. See a sample narrative below:

# Standard Cover Page Data Elements and Reporting Categories

The standard cover page data elements as well as components comprise the complete research performance progress report format. Each category in the RPPR is a separate reporting component.

## COVER PAGE

* 1. Federal Agency and Organization Element to Which Report is Submitted. **This is prepopulated and should not be changed.**
	2. Federal Grant or Other Identifying Number Assigned by Agency (this is the CID number) **This is prepopulated and should not be changed.**
	3. Project Title. **This is prepopulated and should not be changed.**
	4. PI Name, Title and Contact Information (e-mail address and phone number)
	5. Name of Submitting Official, Title, and Contact Information (e-mail address and phone number), if other than PI
	6. Submission Date
	7. DUNS Number (if you do not know your DUNS number, check with your institution’s contract specialist)
	8. Recipient Organization (Name and Address of your institution)
	9. Project/Grant Period (Start Date, End Date). **This is prepopulated and should not be changed.**
	10. Reporting Period End Date. **This is prepopulated and should not be changed.**
	11. Report Term or Frequency (annual, semi-annual, quarterly, other)
	12. Signature of Submitting Official (electronic signatures (i.e., Adobe Acrobat) are acceptable). NOTE: If you cannot digitally sign the Microsoft Excel version, you must provide an unsigned Microsoft Excel file version in your submission. If you cannot digitally sign, you may print the cover page, sign it, and send a scanned copy of the signed cover page with your submission.

## ACCOMPLISHMENTS

The information provided in this section allows the agency to assess whether satisfactory progress has been made during the reporting period. The PI is reminded that the grantee is required to obtain prior written approval from the Contracting Officer whenever there are significant changes in the project or its direction. Requests for prior written approval must be submitted to the Contracting Officer.

**a. What are the major goals and objectives of this project?**

List the major goals of the project as stated in the approved application or as approved by the agency. Describe the proposed technical approach to obtain those goals. If the application lists milestones/target dates for important activities or phases of the project, identify these dates and show actual completion dates or the percentage of completion.

Generally, the goals will not change from one reporting period to the next. However, if the awarding agency approved changes to the goals during the reporting period, list the revised goals and objectives. Also explain any significant changes in approach or methods from the agency approved application or plan.

**b. What was accomplished under these goals?**

For this reporting period describe: 1) major activities; 2) specific objectives; 3) significant results or key outcomes, including major findings, developments, or conclusions (both positive and negative); and/or 4) other achievements. Include a discussion of stated goals not met. As the project progresses, the emphasis in reporting in this section should shift from reporting activities to reporting accomplishments.

**c. What opportunities for training and professional development has the project provided?**

Describe opportunities for training and professional development provided to anyone who worked on the project or anyone who was involved in the activities supported by the project. “Training” activities are those in which individuals with advanced professional skills and experience assist others in attaining greater proficiency. Training activities may include, for example, courses or one-on-one work with a mentor. “Professional development” activities result in increased knowledge or skill in one’s area of expertise and may include workshops, conferences, seminars, study groups, and individual study. Include participation in conferences, workshops, and seminars not listed under major activities.

If the project was not intended to provide training and professional development opportunities or there is nothing significant to report during this reporting period, state “Nothing to Report.”

**d. How have the results been disseminated to communities of interest?**

Describe how the results have been disseminated to communities of interest. Include any outreach activities that have been undertaken to reach members of communities who are not usually aware of these research activities, for the purpose of enhancing public understanding and increasing interest in learning and careers in science, technology, and the humanities.

If there is nothing significant to report during this reporting period, state “Nothing to Report.”

**e. What do you plan to do during the next reporting period to accomplish the goals and objectives?**

Describe briefly what you plan to do during the next reporting period to accomplish the goals and objectives.

If there are no changes to the agency-approved application or plan for this project or if this is the final report, state “Nothing to Report.”

## PRODUCTS

What has the project produced?

Publications are the characteristic product of research. Agencies evaluate what the publications demonstrate about the excellence and significance of the research and the efficacy with which the results are being communicated to colleagues, potential users, and the public, not the number of publications. Many projects (though not all) develop significant products other than publications. Agencies assess and report both publications and other products to Congress, communities of interest, and the public.

List any products resulting from the project during the reporting period. Examples of products include: publications, conference papers, and presentations; website(s) or other Internet site(s); technologies or techniques; inventions, patent applications, and/or licenses; and other products, such as data or databases, physical collections, audio or video products, software or NetWare, models, educational aids or curricula, instruments or equipment, research material, interventions (e.g., clinical or educational), new business creation or any other public release of information related to the project.

If there is nothing significant to report during this reporting period, state “Nothing to Report.”

**a. Publications, conference papers, and presentations**

Report only the major publication(s) resulting from the work under this award. There is no restriction on the number. However, Agencies are interested in only those publications that most reflect the work under this award in the following categories. In the RPPR template, complete the “Title,” “Author(s),” and “Date” columns, and select either Publication, Conference Paper, or Presentation from the drop-down list in the “Type” column.

**i. Journal publications.** List peer-reviewed articles or papers appearing in scientific, technical, or professional journals. Include any peer-reviewed publication in the periodically published proceedings of a scientific society, a conference, or the like. A publication in the proceedings of a one-time conference, not part of a series, should be reported under “Books or other non-periodical, one-time publications.”

Identify for each publication: Author(s); title; journal; volume: year; page numbers; status of publication (published; accepted, awaiting publication; submitted, under review; other); acknowledgement of federal support (yes/no). Also see instructions under **B. Scientific/Technical Reporting** regarding the submission of accepted manuscripts and other STI as appropriate.

**ii. Books or other non-periodical, one-time publications.** Report any book, monograph, dissertation, abstract, or the like published as or in a separate publication, rather than a periodical or series. Include any significant publication in the proceedings of a one-time conference or in the report of a one-time study, commission, or the like.

Identify for each one-time publication: author(s); title; editor; title of collection, if applicable; bibliographic information; year; type of publication (book, thesis or dissertation, other); status of publication (published; accepted, awaiting publication; submitted, under review; other); acknowledgement of federal support (yes/no).

**iii. Other publications, conference papers and presentations**. Identify any other publications, conference papers and/or presentations not reported above. Specify the status of the publication as noted above.

**b. Website(s) or other Internet site(s)**

List the URL for any Internet site(s) that disseminates the results of the research activities. A short description of each site should be provided. It is not necessary to include the publications

already specified above in this section.

**c. Technologies or techniques**

Identify technologies or techniques that have resulted from the research activities. Describe the technologies or techniques and how they are being shared.

**d. Inventions, patent applications, and/or licenses**

Identify inventions, patent applications with date, and/or licenses that have resulted from the research. Submission of this information as part of an interim or final Research Performance Progress Report is not a substitute for any other invention reporting required under the terms and conditions of an award. In the RPPR template, complete the “Title,” “Author(s),” and “Date” columns, and select either Invention, Patent Application, or License from the drop-down list in the “Type” column.

**e. Other products**

Identify any other significant products that were developed under this project. Describe the product and how it is being shared. Examples of other products are: Data or databases; Physical collections; Audio or video products; Software or NetWare; Models; Educational aids or curricula; Instruments or equipment; Research material (e.g., germplasm, cell lines, DNA probes, animal models); Interventions (e.g clinical, educational); new business creation; and other.

## PARTICIPANTS & OTHER COLLABORATING ORGANIZATIONS

Who has been involved?

Agencies need to know who has worked on the project to gauge and report performance in promoting partnerships and collaborations. The following information on participants and other collaborating organizations during this reporting period must be provided:

**a. Has there been a change in the active other support of the PD/PI(s) or senior/key personnel since the last reporting period?**

Describe active other support for the PD/PI(s) or senior/key personnel whose support has changed and what the change has been (e.g., a previously active grant that has closed, a previously pending grant that is now active). Active other support includes all financial resources, whether Federal, non-Federal, commercial or organizational, available in direct support of an individual’s research endeavors, including, but not limited to, research grants, cooperative agreements, contracts, or organizational awards, (e.g., Federal, State, local or foreign government agencies, public or private foundations, industrial or other commercial organizations). Annotate this information so it is clear what has changed from the previous submission. Other support does not include prizes or gifts.

Submission of active other support information is not necessary for pending changes or for changes in the level of effort for active support reported previously. DOE requires prior written approval if a change in active other support significantly impacts the effort on this award.

If there is nothing significant to report during this reporting period or no change from the previous reporting period, state “Nothing to Report.”

**b. What students have worked on the project?** Provide the following information for each student who has worked at least one person month per year on the project during the reporting period, regardless of the source of compensation (a person month equals approximately 160 hours of effort):

Provide the name and identify the role the person played in the project. Indicate the nearest whole person month that the individual worked on the project. Show the most senior role in which the person has worked on the project for any significant length of time. For example, if an undergraduate student graduates, enters graduate school, and continues to work on the project, show that person as a graduate student, preferably explaining the change in involvement. Describe how this person contributed to the project and with what funding support he or she contributed. Identify whether this person is collaborating internationally. Specifically is the person collaborating with an individual located in a foreign country and whether the person had traveled to the foreign country as part of that collaboration and duration of stay. The foreign country(ies) should be identified.

Example:

* + - 1. Name: Mary Smith
			2. Project Role: Graduate
			3. Nearest person month worked: 3
			4. Expected Graduation Year: 2020
			5. Organization: University of Tulsa
			6. Citizenship: United Kingdom
			7. Major: Nuclear Engineering
			8. Funding Support: The Ford Foundation (Complete only if the funding provided from other than this award.)
			9. Collaborated with individual in foreign country: Yes
			10. Country(ies) of foreign collaborator: China
			11. Travelled to foreign country: Yes
			12. If traveled to foreign country(ies), duration of stay: 3 months
			13. Contribution to Project: Ms. Smith has performed work in the area of combined error-control and constrained coding.

**c. What other collaborators have been involved?** Describe any significant collaborations with others within the recipient’s organization; especially interdepartmental or interdisciplinary collaborations; collaborations or contact with others outside the organization; and collaborations or contacts with others outside the United States or with an international organization. It is likely that many recipients will have no other collaborators or contacts to report.

Provide the following information for each person (**not including students**) who has worked at least one person month per year on the project during the reporting period, regardless of the source of compensation (a person month equals approximately 160 hours of effort).

**Project Roles:**

PD/PI

Co PD/PI

Faculty

Community College Faculty

Technical School Faculty

K-12 Teacher

Postdoctoral (scholar, fellow or other postdoctoral position)

Other Professional

Technician

Staff Scientist (doctoral level)

Statistician

Non-Student Research Assistant

Technical School Student

High School Student

Consultant

Research Experience for Undergraduates (REU) Participant

Other (specify)

**Example**:

* + - 1. Name: Dennis Siver
			2. Nearest person month worked: 6
			3. Organization: University of Florida
			4. Citizenship: Germany
			5. Collaborated with individual in foreign country: Yes
			6. Country(ies) of foreign collaborator: China
			7. Travelled to foreign country: Yes
			8. If traveled to foreign country(ies), duration of stay: 2 months
			9. Contribution to Project: Dr. Siver provided technical expertise for testing, established error control parameters and evaluated test results. University of Florida paid for 50% of Dr. Siver's time worked on this project.

**d. What other organizations have been involved as partners?**

Describe partner organizations – academic institutions, other nonprofits, industrial or commercial firms, state or local governments, schools or school systems, or other organizations (foreign or domestic) – that have been involved with the project. Partner organizations may provide financial or in-kind support, supply facilities or equipment, collaborate in the research, exchange personnel, or otherwise contribute.

Provide the following information for each partnership:

1. Organization Name:

2. Location of Organization: (if foreign location list country)

3. Partner’s contribution to the project: (identify one or more)

i. Financial support;

 ii. In-kind support (e.g., partner makes software, computers, equipment, etc., available to project staff);

iii. Facilities (e.g., project staff use the partner’s facilities for project activities);

iv. Collaborative research (e.g., partner’s staff work with project staff on the project);

v. Personnel exchanges (e.g., project staff and/or partner’s staff use each other’s facilities, work at each other’s site).

 vi. Other

4. More detail on partner and contribution (foreign or domestic).

## IMPACT

What is the impact of the project? How has it contributed?

Over the years, this base of knowledge, techniques, people, and infrastructure is drawn upon again and again for application to commercial technology and the economy, to health and safety, to cost-efficient environmental protection, to the solution of social problems, to numerous other aspects of the public welfare, and to other fields of endeavor.

The taxpaying public and its representatives deserve a periodic assessment to show them how the investments they make benefit the nation. Through this reporting format, and especially this section, recipients provide that assessment and make the case for Federal funding of research and education.

Agencies use this information to assess how their research programs: increase the body of knowledge and techniques; enlarge the pool of people trained to develop that knowledge and techniques or put it to use; and improve the physical, institutional, and information resources that enable those people to get their training and perform their functions.

This component will be used to describe ways in which the work, findings, and specific products of the project have had an impact during this reporting period. Describe distinctive contributions, major accomplishments, innovations, successes, or any change in practice or behavior that has come about as a result of the project relative to: the development of the principal discipline(s) of the project; other disciplines; the development of human resources; teaching and educational experiences; physical, institutional, and information resources that form infrastructure; technology transfer (include transfer of results to entities in government or industry, adoption of new practices, or instances where research has led to the initiation of a startup company); society beyond science and technology; or foreign countries.

**a. What was the impact on the development of the principal discipline(s) of the project?**

Describe how findings, results, and techniques that were developed or extended, or other products from the project made an impact or are likely to make an impact on the base of knowledge, theory, and research and/or pedagogical methods in the principal disciplinary field(s) of the project. Summarize using language that a lay audience can understand (*Scientific American* style). How the field or discipline is defined is not as important as covering the impact the work has had on knowledge and technique. Make the best distinction possible, for example, by using a “field” or “discipline”, if appropriate, that corresponds with a single academic department (i.e., physics rather than nuclear physics).

If there is nothing significant to report during this reporting period, state “Nothing to Report.”

**b. What was the impact on other disciplines?**

Describe how the findings, results, or techniques that were developed or improved, or other products from the project made an impact or are likely to make an impact on other disciplines.

If there is nothing significant to report during this reporting period, state “Nothing to Report.”

**c. What was the impact on the development of human resources?**

Describe how the project made an impact or is likely to make an impact on human resource development in science, engineering, and technology. For example, how has the project: provided opportunities for research and teaching in the relevant fields; improved the performance, skills, or attitudes of members of underrepresented groups that will improve their access to or retention in research, teaching, or other related professions; developed and disseminated new educational materials; provided scholarships; or provided exposure to science and technology for practitioners, teachers, young people, or other members of the public?

If there is nothing significant to report during this reporting period, state “Nothing to Report.”

**d. What was the impact on teaching and educational experiences?**

Describe how the project made an impact or is likely to make an impact on teaching and educational experiences. For example, has the project: developed and disseminated new educational materials; led to ideas for new approaches to course design or pedagogical methods; or developed online resources that will be useful for teachers and students and other school staff?

If there is nothing significant to report during this reporting period, state “Nothing to Report.”

**e. What was the impact on physical, institutional, and information resources that form infrastructure?**

Describe ways, if any, in which the project made an impact, or is likely to make an impact, on physical, institutional, and information resources that form infrastructure, including: physical resources such as facilities, laboratories, or instruments; institutional resources (such as establishment or sustenance of societies or organizations); or information resources, electronic means for accessing such resources or for scientific communication, or the like.

If there is nothing significant to report during this reporting period, state “Nothing to Report.”

**f. What was the impact on technology transfer?**

Describe ways in which the project made an impact, or is likely to make an impact, on commercial technology or public use, including: transfer of results to entities in government or industry; instances where the research has led to the initiation of a start-up company; or adoption of new practices.

If there is nothing significant to report during this reporting period, state “Nothing to Report.”

**g. What was the impact on society beyond science and technology?**

Describe how results from the project made an impact, or are likely to make an impact, beyond the bounds of science, engineering, and the academic world on areas such as: improving public knowledge, attitudes, skills, and abilities; changing behavior, practices, decision making, policies (including regulatory policies), or social actions; or improving social, economic, civic, or environmental conditions.

If there is nothing significant to report during this reporting period, state “Nothing to Report.”

**h. What percentage of the award’s budget was spent in foreign country(ies)?**

Describe what percentage of the award’s budget was spent in foreign country(ies). If more than one foreign country is involved, identify the distribution between the foreign countries.

U.S.-based recipients should provide the percentage of the budget spent in the foreign country(ies) and/or, if applicable, the percentage of the budget obligated to foreign entities as first-tier subawards.

Recipients that are not U.S.-based should provide the percentage of the direct award received, excluding all first-tier subawards to U.S. entities. If applicable, provide separately the percentage of the budget obligated to non-U.S. entities as first-tier subawards.

## CHANGES/PROBLEMS

The PD/PI is reminded that the grantee is required to obtain prior written approval from the

Contracting Officer whenever there are significant changes in the project or its direction. Requests for prior written approval must be submitted to the Contracting Officer. If not previously reported in writing, provide the following additional information, if applicable: Changes in approach and reasons for change; Actual or anticipated problems or delays and actions or plans to resolve them; Changes that have a significant impact on expenditures; significant changes in use or care of animals, human subjects, and/or biohazards.

**a. Changes in approach and reasons for change**

Describe any changes in approach during the reporting period and reasons for these changes. Remember that significant changes in objectives and scope require prior approval of the

Contracting Officer.

**b. Actual or anticipated problems or delays and actions or plans to resolve them**

Describe problems or delays encountered during the reporting period and actions or plans to resolve them.

**c. Changes that have a significant impact on expenditures**

Describe changes during the reporting period that may have a significant impact on expenditures, for example, delays in hiring staff or favorable developments that enable meeting objectives at less cost than anticipated.

**d. Significant changes in use or care of human subjects, vertebrate animals, biohazards, and/or select agents**

Describe significant deviations, unexpected outcomes, or changes in approved protocols for the use or care of human subjects, vertebrate animals, biohazards and/or select agents during the reporting period. If required, were these changes approved by the applicable institution committee and reported to the agency? Also specify the applicable Institutional Review Board/Institutional Animal Care and Use Committee approval dates.

**e. Change of primary performance site location from that originally proposed**

Identify any change to the primary performance site location identified in the proposal, as

originally submitted.

## COST AND SCHEDULE STATUS

The PI must provide a status of the project based upon the milestones and deliverables identified in the work package form submitted with the award. This status is used to calculate the Value Earned for each milestone.

* 1. **Milestone Status Chart.** Status each milestone as either On Schedule, Complete, Completed Late, Late, Ahead of Schedule, or Expected Late. If the milestone status reads “UPDATE NEEDED,” click on the cell and select an option other than “On Schedule” from the drop-down list. Required fields will highlight in yellow.
		1. For milestones which are On Schedule, the % Complete will automatically populate.
		2. For milestones which are Ahead of Schedule, Late, or Expected Late, PI must populate the % Complete and Revised Finish Date. These fields will be highlighted in yellow.
		3. For milestones which are Complete or Completed Late, PI must populate the Actual Finish Date. This field will be highlighted in yellow.
		4. For milestones which are Ahead of Schedule, Late, or Expected Late, PI must provide a narrative explaining the status of the milestone. This field will be highlighted in yellow.
	2. **Funding and Cost Status**. **This section is pre-populated and should not be edited.**
		1. Total Available is the total amount of funding for the project. This number should equal the Cumulative Planned Value.
		2. Uncosted $ is the difference between the Total Available and the Cumulative Actual Costs.
		3. Cumulative Planned Value is the sum of the total budget for each milestone to date. This is calculated based on the spend plan submitted at the start of the project or with any work package revision (such as for a no-cost extension).
		4. Cumulative Value Earned is the sum of the Value Earned for each milestone. Value Earned for On Schedule milestones is calculated by summing the budgets for each month from the milestone start date through the current reporting period. Value Earned for Ahead of Schedule, Late, or Expected Late milestones is calculated as the total budget times the percent complete. Value Earned for Complete or Completed Late milestones is equal to the total budget for the milestone.
		5. Cumulative Actual Cost is pulled from the DOE accounting system, based on invoices processed by the DOE-Idaho office. Actual costs also include any costs reported by national laboratory collaborators, which are billed directly to DOE-ID and not the awarded university. The accounting system will often lag behind actual spending, which may result in cost variances appearing as if the project is under spent.
	3. **Cost Variance**. **This section is pre-populated and should not be edited.**
		1. Cumulative Value Earned is based on the previously reported status of each milestone.
		2. Cumulative Actual Costs is based on the DOE accounting system, with the same limitations as noted above.
		3. Cost Variance is calculated as Value Earned minus Actual Cost. Positive Cost Variance indicates the project is under spent, while a negative Cost Variance indicates the project is over spent.
		4. Cost Variance % is calculated as Cost Variance divided by the Value Earned. Positive Cost Variance % indicates the project is under spent, while a negative Cost Variance % indicates the project is over spent.
	4. **Cost Variance Explanation.** PIs must review the Cost Variance section for the quarter. If a variance beyond the ±10% and ±$25,000 threshold exists, the cost variance will be highlighted in red. Provide a narrative in the Cost Variance Explanation field that comprehensively explains the issues, including the proper course of action to mitigate them. If the actual costs are significantly different from the costs reported by DOE-ID, it is recommended that you include the university’s actual costs if available. If required, this field will be highlighted in yellow.

## PROJECT OUTCOMES

This information is used at the completion of the award to ascertain the cumulative outcomes or findings of a project. Describe project outcomes specifically for the public to provide insight into the outcomes of Federally-funded research, education, and other activities. Agencies may make this information available to the public in an electronic format. **This section is not required until the final report, but PIs may want to begin populating at any point during the project.**

**Project Outcomes**

The recipient is to provide information regarding the cumulative outcomes or findings of the project. For the final RPPR for the project, provide a concise summary of the outcomes or findings of the award (no more than 8,000 characters) that:

1. is written for the general public (non-technical audiences) in clear, concise, and comprehensible language;
2. is suitable for dissemination to the general public, as the information may be available electronically;
3. does not include proprietary, confidential information or trade secrets; and
4. includes up to six images (images are optional).

Please note that this reporting of project outcomes does not constitute a formal dissemination of scientific and technical information (STI) but rather is used by agency program staff to publicize project results, outcomes or findings.