Instructions for NEUP R&D Award Work Package Form

(Revision 10, 6/09/2023)

# Work Package Form

The project plan will be captured in the NEUP Work Package Form. This form will be completed once at the beginning of the project and may only be updated under certain conditions (such as no cost extension, change in project PI, monitors, or organization, etc). Contract specialists should request a revision to this Work Package Form with any of these changes. Principal Investigators should keep this form on file and send the completed Work Package Forms in accordance with the Federal Assistance Reporting Checklist and Instructions under “Additional Reports” in section 5. This includes:

1. DOE-ID Procurement Services Division ([psdrept@id.doe.gov](mailto:psdrept@id.doe.gov)),
2. The project’s Federal Manager (also referred to as the Technical Monitor, who is specific to the project),
3. The DOE-ID Technical Project Officer (also specific to the project),
4. AST Program Analysts ([neupawards@alleghenyst.com](mailto:neupawards@alleghenyst.com)),
5. INL NEUP Integration Office ([INRREPORTS@INL.GOV](mailto:INRREPORTS@INL.GOV)),
6. DOE-ID NEUP managers ([NEUP@id.doe.gov](mailto:NEUP@id.doe.gov)), and
7. Submit the form online at <https://fedconnect.net>.

A pre-populated work package form will be sent to the PI shortly after awards are officially announced, which will include the specific e-mail addresses for Federal Managers and DOE-ID TPOs. **Work package forms are due no later than October 30th, 2023.**

Some of the project’s general information will be provided in the pre-populated Work Package Form.

## Scope and Objectives

* The following fields are pre-populated and should not be edited:
  + **Work Package Title** – This is the title of your project.
  + **Organization** – This is the Principal Investigator’s university or national laboratory.
  + **WBS** – This is the work breakdown structure element which your work package falls under.
  + **Work Package ID** –This is the fiscal year, followed by a five-digit identifier unique to your project (e.g. 23-23456)
  + **CID #** – This is the DOE Cooperative Agreement Contract ID Number (e.g. DE-NE0009999).
  + **Title** – This is the project ID number followed by the project title.
  + **FY2023 New Funding** – This is the total award amount for the project.
  + **Start Date** –This is the contract start date.
  + **End Date** – This is the contract end date.
* The following fields are required to be updated/populated by the Principal Investigator:
* **In Collaboration With –** Please check one or more of the applicable boxes if the project is collaborating with an international entity, a university, and/or an industry partner and the collaboration is funded. In the Notes section, list the primary POC for the collaboration, name of the organization and funding set aside for the collaboration. If none of these options are applicable, leave the boxes unchecked.
* **Scope** – Provide a description of the scope of the project. This may be several paragraphs in length.
* **Objectives** – Provide a concise description of the project’s objectives.
* **Notes** - In this field, list any collaborators and their organizations, plus any additional notes you wish to address to the Technical POC, National Technical Director, and Federal Manager.

## Milestone Definition and Budget

Define all of the project’s milestones in the table provided in this page. **These milestones should match the milestones and deliverables from the “Project Narrative” section of the project’s application as defined in Part IV, Section E.5 of the Consolidated Innovative Nuclear Research FOA.** Major milestones are generally technical reports suitable for publication which are reviewed by the Technical POC and National Technical Director, and approved by the Federal Manager. Minor milestones are generally informal deliverables approved by the Technical POC. Historically the average number of milestones per project is between 9 and 12.

* **Final Report Milestone**: A level 2 milestone has been created for Final Report. The final report is due within 90 days after the contract end date. *These milestones have already been entered in each project’s work package form. Do not change or delete any information associated with them.*
* **Technical Milestones**: To identify major project milestones, create Major (M2) milestones in the Work Package Form. To identify minor project milestones, create Minor (M3) milestones. For each of the milestones, a deliverable (such as a report) is required to be submitted to document that each milestone has been completed. Historically the average number of milestones per project is between 9 and 12. For each technical milestone, provide the following information:
* **Title**: The milestone’s title. Once you populate the title, the required cells will be highlighted in yellow.
* **Major or Minor?**: Select "Major" or "Minor" from the drop down box.
  + Deliverables for major milestones (M2) are generally technical reports suitable for publication which are reviewed by the Technical POC and National Technical Director, and approved by the Federal Manager.
  + Deliverables for minor milestones (M3) are generally informal documents approved by the Technical POC.
* **Milestone ID**: A unique identifier for milestones. This will automatically populate; do not modify these fields.
* **Start Date**: The milestone start date.
* **End Date**: The milestone end date. This is the date the deliverable is expected to be completed and submitted.
* **Deliverable Description**: A description of the deliverable which completes the milestone. Some examples are Technical Reports or Journal Articles (for major milestones), or Summary of Findings or Receipt for Equipment Delivery (for minor milestones).
* **Deliverable Title**: This is the proposed title of the deliverable. Each milestone has a corresponding deliverable which is required to be submitted upon completion of the milestone.
* **Budget by Milestone:**
  + Provide the estimated monthly spend plan for the entire project duration in the Budget tab for each individual milestone. Enter the estimated whole dollar (no decimals) value by month for each milestone in the cell for that month. For the FY2022 R&D award projects, the first available month is October FY23. Note that the US Government fiscal year is October through September, so FY2023 begins in October 2022.
  + **Example:** For a minor milestone with an expected cost of $68,000 beginning October 1st and ending June 30th for acquiring samples. This example assumes 50% of the budgeted value is earned when starting the acquisition and the remaining 50% is earned when the samples are received:



**Monthly and Cumulative Planned Value:** The total for all milestone budgets must equal the total funding for the project. There are totals at the bottom of the worksheet for you to verify you have allocated all of your funding. When you have budgeted the entire funded amount for your award, the Delta cell will equal zero ($0).



Contact Information

For assistance with the NEUP Work Package Form, questions, or concerns, please contact one of the following program analysts supporting the NEUP R&D Program:

* NEUP Primary Program Analyst (Allegheny Science & Technology): David Bates – [neupawards@alleghenyst.com](mailto:neupawards@alleghenyst.com) or (240) 821-6546.
* DOE-ID Innovative Nuclear Research Team (INL): Anna Podgorney – [INRREPORTS@inl.gov](mailto:INRREPORTS@inl.gov) or (208) 526-3922.