Attachment 2. Reporting Requirements

DOE/NNSA LDRD Roles, Responsibilities, and Guidelines

1. Annual Program Plan

The plan shall provide the following:

1.1. requested funding level;

1.2. general description and justification of the LDRD program; and

1.3. an explanation of how the LDRD program will meet laboratory needs; support the DOE national security missions (energy resources, nuclear security, environmental quality, and science), and to the extent required by law, support missions of other federal agencies.

2. Annual Report

The annual report consists of a brief program overview and individual technical reports for each project active during the reporting period. The report may be submitted as printed matter or electronic files using generally available media and formats such as Portable Document Format (pdf) files on CDs. Each laboratory must also provide a report on completed projects to the Office of Scientific and Technical Information. The format for the annual report is as follows:

2.1. Brief program overview including annual program costs and number of projects; and a discussion of how the program will meet laboratory needs and support the DOE national security missions (energy resources, nuclear security, environmental quality, and science), and to the extent required by law, support missions of other federal agencies.

2.2. Project Summaries

2.2.1. a general description of the project including objectives and purpose;

2.2.2. a summary of the scientific or technical progress achieved during the life of the project; and

2.2.3. a brief statement describing how the project benefited the DOE national security missions (energy resources, nuclear security, environmental quality, and science), and to the extent required by law, the missions of other federal agencies.

3. Project Data Sheets

Data sheets are submitted annually for each project to the responsible DOE/NNSA Site Office Manager or designee for concurrence. The purpose of a project data sheet is to provide DOE with sufficient background and technical information on which to base concurrence. Project data sheets will provide the following information:

3.1. Laboratory name

3.2. Fiscal year for which concurrence is being requested

6/13/06

3.3. Project identifier

3.4. Project title

3.5. Principal investigator

3.6. Responsible project manager

3.7. Project description: include a short description of the project and an explanation of the cutting edge, high-risk, high-potential science or engineering

3.8. Tie to mission: explain the project's relevance or anticipated benefits to DOE's national security missions (energy resources, nuclear security, environmental quality, and science), and to the extent required by law, the missions of other federal agencies.

3.9. Previous year's accomplishments and results (as applicable)

3.10. Work proposed for next year and anticipated/desired results

3.11. Project funding profile, broken down by FY, including prior- and current-year funding, next year's budget being requested for concurrence, future funding as applicable, and total projected cost. The example in the table below is for a data sheet of a FY 2005 concurrence request.

Fiscal Year	Amount ($)
FY 2003 (prior-year costs)	
FY 2004 (current-year budget)	
FY 2005 (next year's budget, concurrence requested)	
FY 2006 (projected budget)	
FY 2007 (projected budget)	
Total estimated budget	

4. Annual Project and Laboratory Data

Each laboratory annually provides project and laboratory data as described below.

4.1. CFO Database Upload

Annually, at the beginning of each fiscal year, as requested by the Office of the Chief Financial Officer, each laboratory is required to provide the following information for the previous fiscal year.

4.1.1. For each LDRD project:

4.1.1.1. Laboratory name

4.1.1.2. Project title

4.1.1.3. Project identifier

6/13/06

4.1.1.4. Total fiscal-year costs in dollars

4.1.1.5. Point of contact (normally the laboratory's LDRD manager)

4.1.1.6. Phone number of point of contact

4.1.1.7. Type of work (basic research, applied research, or development)

4.1.1.8. Start date

4.1.1.9. Expected completion date (optional)

4.1.1.10. Description of Project (optional)

4.1.2. Laboratory-wide cost information:

4.1.2.1. LDRD-supported administrative costs (any costs that were not charged to LDRD research and development projects)

4.1.2.2. Laboratory costs for each DOE program, the Department of Defense, the Department of Homeland Security, and all other reimbursable work. All costs are reported on a fiscal-year basis and include both operating and capital equipment, but not construction. This requirement is subject to change from year to year as the DOE programs and offices change.

4.2. Other laboratory-wide information

The following information is required annually for the report to Congress. It is not part of the CFO database upload

4.2.1. Number of postdoctoral researchers supported by LDRD

4.2.2. Number of postdoctoral researchers supported by all laboratory programs

4.2.3. Number of dollars provided by defense programs to LDRD

4.2.4. Number of dollars provided by nondefense programs to LDRD

4.2.5. Number of dollars provided by DHS programs to LDRD

4.2.6. Sum of fiscal-year budgets of LDRD projects expected to support defense programs

4.2.7. Sum of fiscal-year budgets of LDRD projects expected to support nondefense programs

4.2.8. Sum of fiscal-year budgets of LDRD projects expected to support DHS programs

6/13/06