

I-NERI Program Reporting Guidelines

I. WRITTEN REPORTS

The following guidelines are provided for preparation and submission of the annual reports for I-NERI projects which principal investigators submit to DOE. This includes the annual technical report, final technical report, and annual project summary. Attachment 1 provides the template for the two technical reports and Attachment 5 is the template for the annual project summary. Guidance is also provided for the annual reviews.

1) Technical Annual Report:

The principal investigators (PI's) will prepare a technical report each fiscal year. The technical report should contain the following primary elements:

- A summary review of the project technical and schedule status (***target one page including project title information***)
- An update of deliverables and/or milestones to be accomplished during the current year with annotations for planned and actual completion dates,
- For each major task, a brief narrative summarizing progress including key accomplishments, significant problems encountered, and proposed resolution
- Copies of deliverables completed in the reporting period should be included as separate, appropriately labeled files.
- A Gantt chart as illustrated in Attachment 2.
- A graph with an accompanying table charting actual vs. planned monthly and cumulative costs per the cost report template must be provided ***as a separate attachment to be sent to DOE only.***

Joint technical reports should cover the entire year.

2) Final Technical Report:

The Final Project Report is due ninety days after completion of project work, utilizing the same format as the technical report, with additional detail to comprise a complete and comprehensive technical summary of the work and accomplishments of the project.

3) Annual Project Summary

In addition, the PI will prepare an abbreviated summary report at the end of each fiscal year for inclusion in the DOE I-NERI Annual Report. This report should briefly highlight accomplishments during the previous year and plans for the upcoming year. The report should not exceed four pages in length.

- Overview of research objectives

- A brief narrative summarizing progress accomplished during the previous year, including key findings and results, significant problems and proposed resolution, and changes in scope or schedule
- Completed projects should provide a brief cumulative overview of key results
- Planned activities for the upcoming year or proposed follow-on work for completed projects
- Confirm U.S. and International PIs and any collaborating organizations
- Confirm project start/end dates. If appropriate, indicate if a no-cost extension has been requested or granted and the new completion date.
- Provide numbers of students participating in the research project

II. ANNUAL PROJECT REVIEW

The principal investigators (PI's) will present oral summaries of the annual technical reports to the bilateral committee at joint annual project reviews to be held alternately in the U.S. and collaborating country. For the U.S. side, only selected PIs will participate in the annual reviews held outside the United States. Additional guidance will be provided on which PIs will be invited to the joint annual reviews. U.S. PIs are expected to work with their international counterparts and key collaborators in preparing the joint presentation. The results of the annual project reviews will be one factor in decisions on continuation, redirection, or possible termination of projects. Performance criteria to be used in the project reviews are included as Attachment 4.

III. REPORTING SCHEDULE

- The annual project reports are due on **September 30** of each year.
- Annual project summaries are due on **September 30** of each year.
- Final technical reports are due within 90 days of project completion.

Report Distribution:

All reports must be provided in PDF format, *not including financial data*, to the indicated recipients at e-mail addresses identified below.

U.S. financial data should be provided as a separate e-mail to Suibel.schuppner@nuclear.energy.gov only.

List of Recipients and Addresses:

U.S./Brazil

suibelschuppner@nuclear.energy.gov

barroso@ipen.br

U.S./Canada

james.bresee@nuclear.energy.gov
suibel.schuppner@nuclear.energy.gov
speranzinir@aecl.ca

U.S./EURATOM

frank.goldner@nuclear.energy.gov
suibel.schuppner@nuclear.energy.gov
Pierre.Frigola@cec.eu.int

U.S./France

rob.versluis@nuclear.energy.gov
suibel.schuppner@nuclear.energy.gov
franck.carre@cea.fr
claudio.renault@cea.fr

U.S./Japan (ANRE)

john.herczeg@nuclear.energy.gov
suibel.schuppner@nuclear.energy.gov
noguchi-yasunori@meti.go.jp

U.S./Japan (MEXT)

john.herczeg@nuclear.energy.gov
suibel.schuppner@nuclear.energy.gov
n-fujii@mext.go.jp

U.S./Republic of Korea

buzz.savage@nuclear.energy.gov
suibel.schuppner@nuclear.energy.gov
chang@kosef.re.kr

ATTACHMENT 1

TECHNICAL PROGRESS REPORT TEMPLATE

The following title page, structure and content should be provided in the joint technical progress reports, to appropriate levels of detail, for I-NERI projects.

Project Number and Title:

Lead U.S. Investigating Organization:

U.S. Principal Investigator:

Lead Collaborating Investigating Organization:

Lead Collaborating Principal Investigator:

Other Collaborating Organizations:

Reporting period:

U.S. NTD/SIM:

U.S. Work package #:

Project Status Summary – Please limit to one page including the above information

Project Organization:

Provide a project organization chart showing primary responsibilities and relationships of the participants (including subcontracts) to the task level

Narrative:

All Project Reports should structure the narrative description of work as follows.

Task 1:

1. Task title and responsible lead
2. Brief description of objectives
3. Task technical status overview
4. Planned activities
5. Issues/concerns

Task “N” - *Additional task descriptions as required per above content and format*

Project Milestone/Deliverable Summary:

Include a milestone/deliverable summary (per template below), and a project milestone schedule (Gantt chart – per example Attachment 2)

Milestone/Deliverable Description	Planned Completion Date	Actual Completion Date

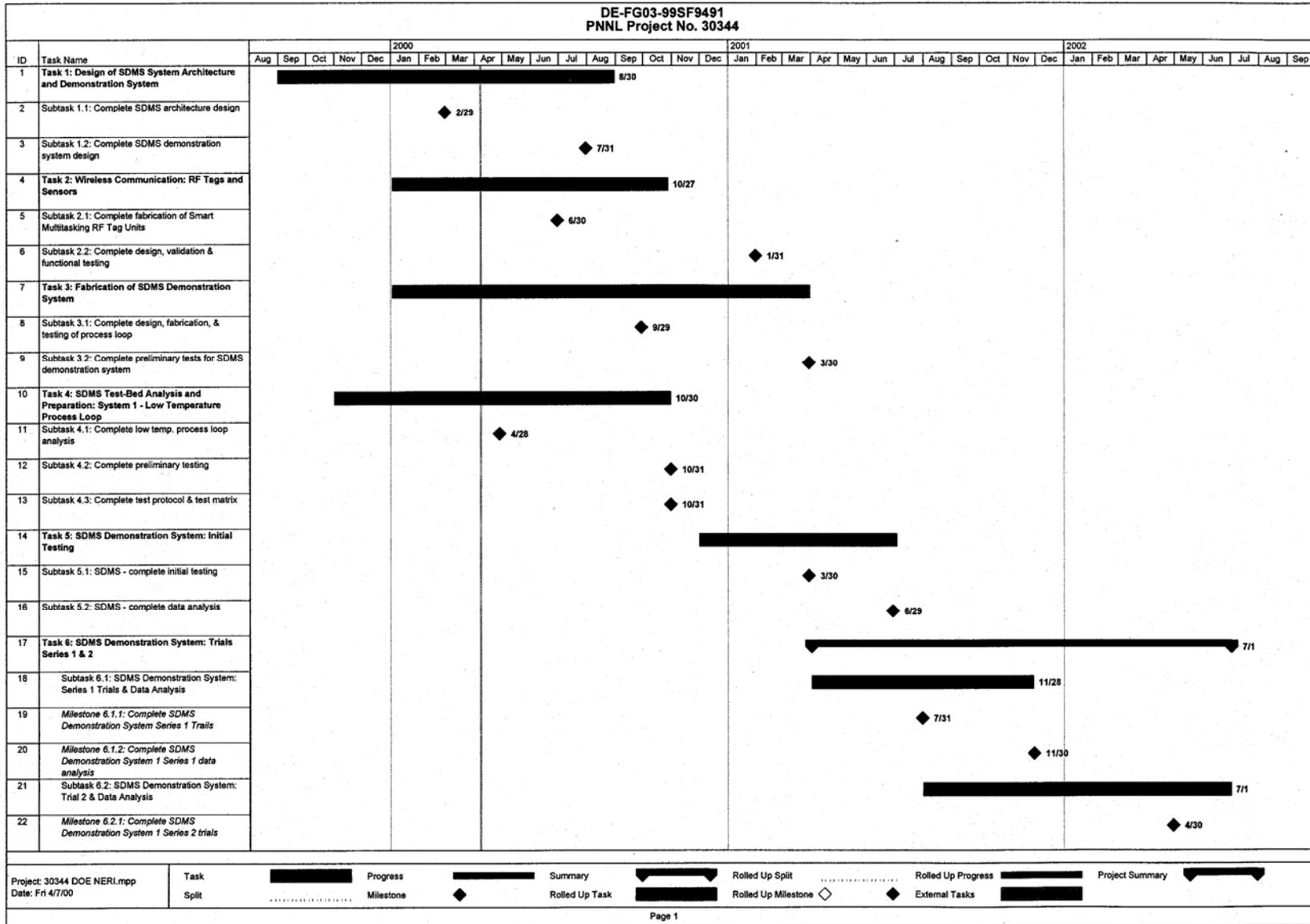
Financial Performance Summary:

Include a graph and table showing cumulative planned and actual costs by year per template below and example, Attachment 3.

	FY 2004 Totals	2005 through Sep	FY 2005 Total est.	FY 2006 Total est.
Cumulative				
- Plan				
- Actual				

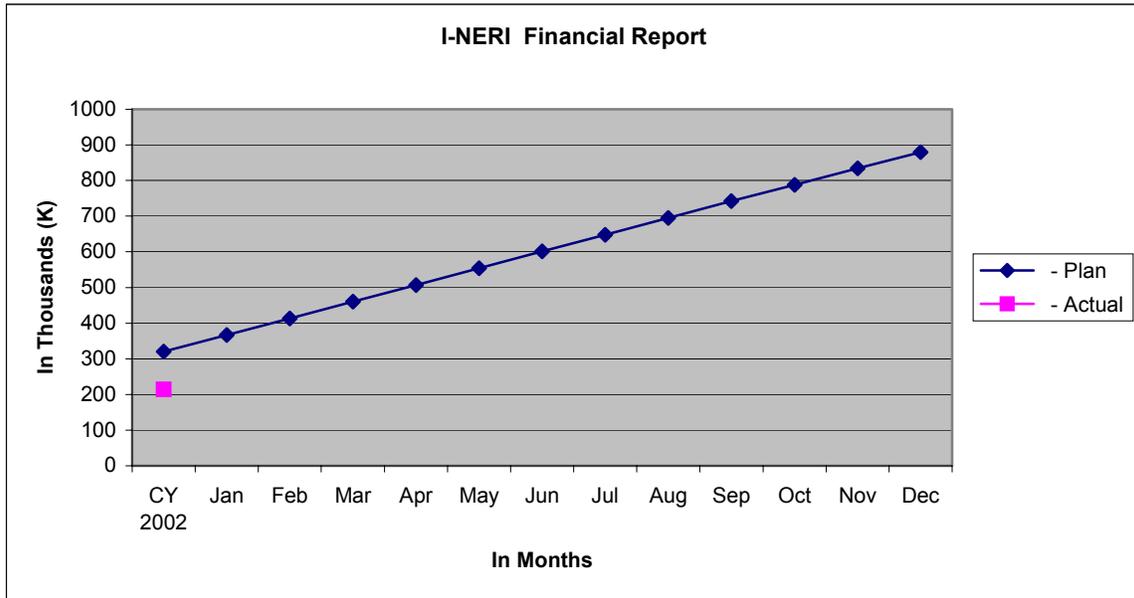
ATTACHMENT 2

Sample Milestone Schedule



ATTACHMENT 3

Example CY 2003 Financial Report (DOE only)



-2005 -NNN-X: PROJECT TITLE

ATTACHMENT 4

JOINT PROJECT TECHNICAL/PROGRAMMATIC EVALUATION CRITERIA

Performance Evaluation Criteria: Criteria that DOE will use in evaluating merit of I-NERI Project performance and deliverables are as follow:

Contribution to advancement of DOE Programs objectives:

- Advanced reactor systems that improve safety, economics, and proliferation resistance
- Advanced fuel cycle technologies for transmutation and Generation IV reactors that are cleaner, more efficient, less waste intensive, and more proliferation resistant;
- Advanced energy systems and enabling technologies for hydrogen production.

Appropriateness of technical approach:

- Employs sound physical principals and realistic assumptions
- Appropriately acknowledges and uses prior art
- Facilities and equipment are appropriate to the task
- Schedule appears realistic and achievable
- Provides check points for go/no- go decisions
- Has clear end points/outcomes and success criteria

Technical merits of deliverables:

- Clearly states objectives, responsibilities, goals of reported effort
- Defines fundamental bases and assumptions of technical approach
- Presents results clearly and concisely, including limitations, uncertainties, and significance of reported results

Overall programmatic performance:

- Progress of research is consistent with planned schedules
- Costs are reasonable and consistent with technical progress
- Collaboration among the participants is appropriate and effective
- Deliverables are timely, and of high quality and relevance

ATTACHMENT 5

Summary Report Template

INTERNATIONAL NUCLEAR ENERGY RESEARCH INITIATIVE

Project Title

PI (U.S.): *(Lead U.S. PI and Organization)*

Project Number: *200X-XXX-F*

PI (France): *(Lead International PI and Organization)*

Project Start Date: *Month Year*

Project End Date: *Month Year*

Collaborators: *(U.S. and International Collaborating Organizations)*

Research Objectives

½ page of text

Research Progress

1-2 pages of text and graphics

- *Previous year's activity*
- *Cumulative results for final report only*

Planned Activities

½ page of text

- *For upcoming year*
- *No-cost extension, if applicable*