

**OFFICE OF INDUSTRIAL TECHNOLOGIES  
FIELD WORK PROPOSAL REPORTING GUIDANCE FOR NATIONAL LABORATORIES**

**PROJECT INFORMATION & PLANNING REPORT**

1. When is the Project Information & Planning (PIP) Report due?
  - A. The Project Information & Planning Report is due not later than 30 calendar days after the project start date.
2. What electronic format should I use to submit the report?
  - A. Reports must be submitted in Adobe Portable Document Format (PDF). If you cannot meet this requirement, please notify your OIT project manager for additional instructions. Investigators should expect to eventually acquire PDF capability in order to comply with reporting requirements, including a requirement for the final report to be submitted as a PDF document.
3. What page set-up requirements do I need to meet?
  - A. The report must be sized so that it can be printed on standard 8-1/2" by 11" paper. Margins on all four sides (including headers and footers) must not be smaller than one inch (1"). Font size must be Arial 11 point or equivalent.
4. Where is the recommended format?
  - A. The recommended format begins on the next page.

**National Laboratory Field Work Proposal  
Project Information & Planning Report**

- Project Title:** Title
- Date of Report:** (e.g., July 13, 2000)
- Laboratory:** Lab  
Address  
Congressional District
- FWP/OTIS Number:**
- Subcontractors:** (if any)  
Company/University Name/National Laboratory  
Address  
Point of Contract  
Phone  
Congressional District  
Amount of budget to receive each year
- Other Partners:** (if any)  
Company/University Name (mention what kind of support, e.g., cash or in-kind, list amount for each)  
Address  
Point of Contract  
Phone  
Congressional District
- Contact:** Principal Investigator (name, telephone number, email address) and others that you wish to be identified
- Project Team:** (DOE-HQ contact, Industry contact, project mentor)
- Project Objective:** (Paragraph)
- Background:** Outline the reason for the project (one or two paragraphs).
- Plans for First Quarter:** A few sentences about the plans for the first quarter and other plans according to the schedule for the project.

Laboratory PIP Report  
 FWP/OTIS Number:

Date

**Milestone Status Table:** This should be a complete list of project milestones and anticipated completion dates. The milestone identification number should correspond to the task numbers in your agreement to aid in tracking (example below).

ID Number	Task / Milestone Description	Planned Completion	Comments
1	Molding Study		
1.1.1	Molding Literature Review	7/1/98	
1.1.2	Receive Foundry Data	9/30/98	
1.1.3	Receive Vendor Data	9/30/98	
1.1.4	Visit Foundries	9/30/98	
1.2.1	Select Castings	9/30/99	
1.2.2	Produce Castings	9/30/99	
1.2.3	Measure Castings	10/15/99	
1.2.4	Analyze Data	10/15/99	
1.3.1	Design Tools	7/31/99	
1.3.2	Build Tools	12/31/99	
1.3.3	Produce Castings	9/30/00	
1.3.4	Measure Castings	10/30/00	
1.3.5	Analyze Data	12/31/00	
1.4	Final Report	1/31/01	

**Approved Budget Data:**

Phase / Budget Period		DOE Amount	Cost Share	Total
	From	To		
Year 1				
Year 2				
Year 3				
Year 4				
Year 5				
Totals				

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**First Year Spending Plan**

Month	Estimated Spending
Should be completed for each month of the first year	