

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

**SPECIAL STATUS REPORT**

1. When is the Special Status Report due?
  - A. Provide your OIT DOE Project Manager with telephonic or email notification within 48 hours of an event. Provide a written report within 30 calendar days of the event.
2. What events must I report?
  - A. Report the following events:
    1. Problems, delays, or adverse conditions that materially impair the investigators ability to meet the objectives of the award. The report must include the remedial action to be taken to correct or resolve the problem/conditions.
    2. Developments that have a significant favorable impact on the project.
3. What electronic format should I use to submit the written report?
  - A. Reports must be submitted in Adobe Portable Document Format (PDF). If you cannot meet this requirement, please notify the 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.
4. 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.
5. Where is the recommended format?
  - A. The recommended format begins on the next page.

**National Laboratory Field Work Proposal  
Special Status Report**

**Project Title:** Title

**Date of Report:** Date (e.g., January 30, 2002)

**Laboratory:** Lab  
Address

**FWP/OTIS Number:**

**Contact:** Principal Investigator name, telephone number, and email address

**Event:** Identify the problem, delay, adverse condition, or the significant:  
favorable development.

**Impact on Project:** Describe the impact of the event on the project.

**Remedial Action:** Describe the remedial action to be taken to correct adverse events.