

NP Office Hours: Annual Reports

Office of Nuclear Physics
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Keith Jankowski and Xiaofeng Guo



U.S. DEPARTMENT OF
ENERGY

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[Energy.gov/science](https://energy.gov/science)

Office of Science Code of Conduct

- The DOE Office of Science (SC) is fully committed to fostering safe, diverse, equitable, and inclusive work, research, and funding environments that value mutual respect and personal integrity. The Office of Science expects the members of the scientific communities engaged in SC-sponsored activities to conduct themselves in a manner that is respectful, ethical, and professional.
- The DOE SC does not tolerate discrimination or harassment of any kind, including sexual or non-sexual harassment, bullying, intimidation, violence, threats of violence, retaliation, or other disruptive behavior in the federal workplace, including DOE field site offices, or at national laboratories, scientific user facilities, academic institutions, other institutions that we fund, or other locations where activities that we support are carried out.

The DOE policies and procedures for the prevention of discrimination and harassment:

<https://science.osti.gov/SW-DEI/DOE-Diversity-Equity-and-Inclusion-Policies/DOE-Policies-Prohibiting-Discrimination-and-Harassment>

Annual Reporting and How It's Used

- Program managers provide federal oversight of awards
- Oversight can be completed several ways:
 - Progress Meetings
 - Site Visits
 - ANNUAL REPORTING
- Annual reports are required and submitted through PAMS (university awards) and via email to PMs (national labs)
 - Cover page
 - Accomplishments
 - Products (papers, etc.)
 - Participants
 - Impact
 - Changes
- How we use annual reports
 - Progress toward goals
 - Status of existing funds
 - Publications and other award generated content
 - Status of post-docs, students, etc.



Best Practices for Annual Reports

- Start early! Ask questions! Due dates:
 - Regular progress report: 3 months before end
 - Progress report/renewal application: 6 months before end
 - Final reports: 90 days after the end
- Content should change on each iteration -- No need to report on something that was completed last time
- Projected carryover needs to be included!
 - Typically carryover of 10% or more for the budget period will need justification
- Proactive communication on changes / issues are critical to a smooth award
- The form provides the required content categories
 - But... standard forms don't allow scientific figures, equations, etc.
 - You may attach additional content
- Discussions with your program manager are useful to ensure all relevant information is being reported



NP Office Hours

- Past slides, recordings, and future NP Office Hours can be found here:
- <https://science.osti.gov/np/officehours>
- June: Proposal Preparation Tips and Pitfalls



THANK YOU!

