



Advanced Research Projects Agency • Energy

# ePIC User Guide

*Quarterly Reporting*



**ePIC User Guide for Applicants:  
Quarterly Reporting  
September 2015**

United States Department of Energy  
Washington, DC 20585

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## 1. OVERVIEW

Pursuant to Attachment 4 (ARPA-E Reporting Checklist and Instructions) of the Cooperative/Grant Agreement, the Prime Recipient (“performer”) is required to submit a Research Performance Progress Report (“Quarterly Report”) for the project – i.e., the entirety of work performed by the Prime Recipient, Subrecipients, Lab, and contractors – to ARPA-E through ARPA-E’s Energy Program Information Center (ePIC) on a quarterly basis.

To submit a Research Performance Progress Report, the Prime Recipient must log in to the ePIC system, navigate to the reporting module on the project dashboard, and complete the information listed in the system. In the event the required fields on ePIC do not match those within Attachment 4, performers are instructed to follow the reporting requirements within ePIC.

The Quarterly Report is open to performers approximately 3 weeks prior to the end of the quarter under review and due 15-30 days after the end of the quarter, depending on the terms of each performer’s Attachment 4.

## 2. LOCATION AND NAVIGATION

Located in the Projects Reports page (see **Figure 1**) under Quarterly Research Performance Progress Reports, the Quarterly Report and Federal Financial Report (SF-425) are required for financial assistance recipients of ARPA-E awards.

To upload the completed SF-425, performers click the **Add** button in the lower right hand corner of the Federal Financial Report table. This document needs to be uploaded prior to the Quarterly Report submission deadline.

To create a new Quarterly Report, performers select the current quarter highlighted in the Report Selection table on the left side of the Quarterly Reports landing page by clicking the **Start** button.

**Figure 1: Quarterly Reports – Start**

**PROJECT MANAGEMENT REPORTING (DURING AWARD)**

Quarterly Research Performance Progress Reports (“Quarterly Reports”)

**Report Selection**      **Federal Financial Report (SF-425)**

The quarterly report can be entered no earlier than three weeks before the end of the quarter. SF-425 needs to be uploaded prior to submitting your Quarterly Report.

Quarter: FY 2014: Q2  
 Status: Not Started  
 Date Due: 4/30/2014

**Start**

Quarter	Status	Date Submitted	Date Approved	PDF
10/1/2013				<a href="#">View</a>
7/1/2013				<a href="#">View</a>
4/1/2013				<a href="#">View</a>

Quarter	File Name	Date Submitted	Submitted By	
FY 2015: Q3				<a href="#">Add</a>
FY 2015: Q2				<a href="#">Add</a>
FY 2015: Q1				<a href="#">Add</a>
FY 2014: Q4				<a href="#">Add</a>
FY 2014: Q3				<a href="#">Add</a>

Page 1 of 2 (9 items) [1] 2

Performers can begin drafting the current Quarterly Report, illustrated in **Figure 1**, during the three weeks preceding the end of the quarter — ePIC does not allow performers access before this period. In place of the

**Start** button, once the Quarterly Report has been started, subsequent visits to the Report Selection table will display a yellow **Edit** button (see

**Figure 2**) and report status will indicate “In-Progress”.

**Figure 2: Quarterly Reports – Edit**

The lower portion of the Report Selection table displays the status of previously submitted Quarterly Reports. When ARPA-E has completed its review of the Quarterly Report and accepted its content, the status column will change from “Submitted” to “Approved.” Date-time stamps are displayed under the Date Submitted and Date Approved columns for record-keeping. Performers are able to review submitted Quarterly Reports by clicking on the **View** button under the PDF column.

After clicking on the **Start** or **Edit** button on the Report Selection table, performers are taken to the Report Information page for the current Quarterly Report. This page provides a Quarterly Report navigation and status tool shown in **Figure 3**. The icons at the top of the page represent the required sections. Performers can select a particular section by hovering over the desired section and clicking on it. The Quarterly Report navigation and status tool appears on the top of the Quarterly Report Page, allowing performers to navigate within the current report.

**Figure 3: Quarterly Reports –Status Tool**



When beginning new reports, all sections are displayed in the top left corner of the page as gray icons (Ⓢ) with “not started” labeled under each button. After a section has been started and saved by a performer, the

icon's color changes to blue (🔵) and is marked "in progress". After the section has been marked complete by the performer, the icon's color changes to green (🟢) with the label "is complete". While the sections can be completed in any order, all sections must be completed prior to submitting the Quarterly Report —performers are not able to do so until the Report Information page displays all sections as green (🟢). When editing the report, the currently selected section regardless of color, will appear filled in (🟢) and the text will be bold. Individual sections have yellow **Save** and/or **Section Complete** buttons at the very bottom center of the page. Clicking the **Save** button saves all changes made to the individual section and allows performers to return to it later to continue editing; again, the section icon will go from gray to blue when the section is saved. When no further changes are needed in a section, performers should click the **Section Complete** button. Edits will still be permitted but if any changes are saved, the section will be marked as "In Progress" until the **Section Complete** button is selected once again.

### 3. MARKING PROTECTED RIGHTS & SBIR/STTR DATA

Within selected sections and sub-sections of the Quarterly Report that require the inclusion of technical data you will find a "protected data" classification question at the bottom of the page which says "Does this section contain Protected Data as described in Attachment 2 of the Cooperative Agreement?" and provides the performer with three options, 1) "Protected Rights Data", 2) "SBIR/STTR Rights Data", and 3) "No Protected Data" (Notice statements are below). Performers or their project team members who have been authorized by Attachment 2 of the award or a subaward to mark technical data first produced under their award or subaward as "Protected Data", "SBIR/STTR Data", or "No Protected Data" may select the appropriate radio button to indicate that the page contains protected data (e.g.,

**Figure 4).**

**Figure 4: Quarterly Reports - Data Rights Classification**

Does this section contain Protected Data as described in Attachment 2 of the Cooperative Agreement?:

Protected Rights Data
  SBIR/STTR Rights Data
  No Protected Data

Technical data first produced by a University, National Laboratory or FFRDC may not normally be marked as protected data. If you mark yes, the above statement specifying either Protected Rights Notice or SBIR/STTR Rights Notice will appear on that page of the electronic record.

Following is the "The Protected Rights Notice" referred to in the statement.

#### PROTECTED RIGHTS NOTICE

*The information provided contains protected data were produced under agreement no.[AwardNumber] with the U.S. Department of Energy and may not be published, disseminated, or disclosed to others outside the Government until 5 years after development of information under this agreement, unless express written authorization is obtained from the recipient. Upon expiration of the period of protection set forth in this Notice, the Government shall have unlimited rights in this data. This Notice shall be marked on any reproduction of this data, in whole or in part. (END OF NOTICE)*

The five year period begins on the date the report is uploaded into EPIC. When marking technical data as protected data keep in mind that an unlimited rights data list of technical data that may not be marked with any restriction may be included in your award.

Following is the “SBIR/STTR Rights Notice” referred to in the statement.

#### SBIR/STTR RIGHTS NOTICE

*These SBIR/STTR data are furnished with SBIR/STTR rights under Award No. [AwardNumber]. For a period of four (4) years after acceptance of all items to be delivered under this [agreement or subaward], the Government agrees to use these data for Government purposes only, and they shall not be disclosed outside the Government (including disclosure for procurement purposes) during such period without permission of the Prime Recipient/Subrecipient, except that, subject to the foregoing use and disclosure prohibitions, such data may be disclosed for use by support contractors. After the aforesaid four-year period, the Government has a royalty-free license to use, and to authorize others to use on its behalf, these data for Government purposes, but is relieved of all disclosure prohibitions and assumes no liability for unauthorized use of these data by third parties. This Notice shall be affixed to any reproductions of these data in whole or in part.*  
(END OF NOTICE)

Within the Quarterly Report, the above notices are hyperlinked within the text of the question. Performers should not mark one section/response under the “Protected Rights Notice” and another under the “SBIR/STTR Rights Notice”; a performer is can only select one type of data classification. Under no circumstances should the report contain proprietary technical data unless specifically authorized by the award.

Within the individual sections of the Quarterly Report that contain other than technical data, performers will find a proprietary information classification button at the bottom of the page. Please mark “Protected Data Rights” or “SBIR/STTR Data Rights” if non-technical data in the section is proprietary. Performers will not be asked to mark data if there is nothing to report in the section. Keep in mind, if performers do not provide a response to the data rights question when requested, they will not be able to successfully submit the section.

#### **4. TECHNICAL SECTION (ACCOMPLISHMENT AND MILESTONE UPDATES)**

The Technical page, illustrated in **Figure 5**, provides the technical progress narrative for the current quarter. It should contain sufficient information to allow the ARPA-E Program Director to verify the achievement of the technical milestones and deliverables.

To facilitate reporting, the top section of this page contains a  button that permits performers to submit a narrative in Adobe PDF format. Other file formats cannot be uploaded into ePIC. Only one file can be uploaded in the Technical page. If changes need to be made to the uploaded file, performers can remove the file by selecting the  button and then repeating the process to upload the amended file.

**Figure 5: Quarterly Reports – Technical Section**

Q2 of FY 2015  
January 1, 2015 - March 31, 2015  
Not all fields are required and sections may be marked complete with blank fields.  
Please ensure to review carefully.

Delete Technical File View Technical File

Upload Technical (PDF) (Only one file upload allowed for this section)  
Note: the prime recipient is responsible for marking pages of the Technical PDF in accordance with the guidelines described in Appendix A of Attachment 4.

Browse... Upload File

WBS	Task Name	Actual Start	Actual End	% Comp	Baseline Start	Baseline End
1.2	DUE: Q3 Milestone: Soldering box Description: 50 #13 box soldered with new alloyed and degassed over 20 hours Performer Summary: (500 chars max)	08/12/15	08/20/15	100%	02/15/12	06/15/13
M3.1	DUE: Q6 milestone: lighting control Description: Lighting complete with 90% electrical conversion efficiency and power factor > 0.9 Performer Summary: test (500 chars max)			0%	03/15/15	03/15/15

Beneath the Upload Technical (PDF) portion of the page, performers have the ability to report high-level summary statuses for each milestone due by the report quarter (select the “Milestones Due” filter at the top of the table) or other milestones due in future quarters (select the “All Milestones” filter). Because these milestones should be covered in great detail within the uploaded document, the summary statuses provided in the Technical section are required to be less than 500 characters. If a milestone from a previous quarter is still incomplete (not 100% complete) or work is ongoing (no actual end date), it will be listed under “Milestones Due”. Performers also have the opportunity to report “Actual Start Date”, “Actual End Date”, and “% Complete” (see **Figure 5**). Milestones may also be reported in the Schedule section; however, any updates to milestones made in the Technical section will transfer to the Schedule section. After completing the milestone write-up, click the **Save** button to save the content in the system and click **Section Complete** to mark the section as Complete (🔒).

## 5. SCHEDULE SECTION (ACCOMPLISHMENTS AND MILESTONE UPDATES)

In the Schedule section, illustrated in **Figure 6**, please report on estimated percentage progress of tasks and milestones and the actual start and end dates. Performers may type in dates and percentages into the relevant fields on the right side of the table in the same manner as performed in the Technical Section; the only difference is performers have the opportunity in the Schedule Section to provide dates and percentages for the tasks/sub-tasks. The page will default to the “All Tasks and Milestones” view but performers may select “Milestones Due” if they only wish to report on required milestones and their associated tasks due in the current and previous quarters if not complete. Click the **Save** button to save all changes if it is desired to return later for further editing. When no further changes are needed in the section, click the **Section Complete** button after selecting the appropriate response to whether the section contains Protected Data.

**Figure 6: Quarterly Reports – Schedule Section**

Q2 of FY 2015  
January 1, 2015 - March 31, 2015  
Not all fields are required and sections may be marked complete with blank fields. Please ensure to review carefully.

WBS	Task Name	Actual Start	Actual End	% Comp	Baseline Start	Baseline End	Milestone
1	Casing	12/18/11		85%	12/19/11	06/18/13	
1.1	Cutting the box			0%	01/01/12	03/01/13	
1.2	DUE: Q3 Milestone: Soldering box	08/12/15	08/20/15	100%	02/15/12	06/15/13	✓
2	Solenoids	12/18/11	12/18/13	100%	12/19/11	06/18/14	
2.1	glass tubing attachment	01/15/12	06/01/14	0%	01/01/12	06/18/14	
2.2	Q2: Milestone: Motor installation	01/15/12	06/01/14	0%	06/18/14	06/18/14	✓
2.3	metal ring assembly and activation	01/15/12	06/01/14	0%	01/01/12	06/18/14	
3	Electronics			75%	03/19/13	06/18/15	
3.1	schematics			0%	02/02/12	06/01/15	
M3.1	DUE: Q5 milestone: lighting control			0%	03/15/15	03/15/15	✓
3.2	light control			0%	01/01/13	06/15/15	
4	Flux Wiring			0%	12/19/13	12/18/15	
4.1	final connection to components			0%	06/15/15	06/15/15	✓
5	Assembly			0%	09/19/12	12/18/16	

## 6. UPDATES SECTION (ADDITIONAL PERFORMANCE UPDATES)

As displayed in

**Figure 7**, Performers are instructed to use the Updates Section to provide updates on new 1) issues, risks, and mitigation, 2) changes in approach, and 3) changes in project personnel.

**Figure 7: Quarterly Reports – Updates Section**

Q2 of FY 2015  
January 1, 2015 - March 31, 2015  
Not all fields are required and sections may be marked complete with blank fields. Please ensure to review carefully.

**A) ISSUES, RISKS, AND MITIGATION**

Do you have any actual (or anticipated) issues or risks to report? If so, please include the actions taken (or planned) to resolve them.  Yes  No

**B) CHANGES IN APPROACH**

Do you have any changes in approach or project aims to report? If so, please include the reasons for change. Any changes to the technical milestones and deliverables must be approved in advance by the ARPA-E Contracting Officer.  Yes  No

**C) CHANGES IN PROJECT PERSONNEL**

Do you have any changes in project personnel or teaming arrangements to report?  Yes  No

Does this section contain Protected Data as described in Attachment 2 of the Cooperative Agreement?:  Protected Rights Data  SBIR/STTR Rights Data  No Protected Data

[Save](#) [Section Complete](#)

### A) Issues, Risks, and Mitigation

In Section A of the Updates Section, illustrated in

**Figure 8**, record any existing or anticipated problems, risks, or issues, along with the actions planned or taken to resolve these. New issue or risk can be added selecting the “Yes” option on the right side of the page. This will open a new text box under Section A. Performers select Issue or Risk from the Categorization dropdown. Text boxes appear below for description of the new item and for action planned or taken to account for the issue or risk. Once the write-up is complete, click the [Save](#) link at the bottom of the page. Proceed with adding

information for sections B-D in the Additional Performance Updates. When no further information needs to be added for the entire section, click the **Section Complete** button.

**Figure 8: Quarterly Reports – Issues, Risks, and Mitigation (under “Updates” Section)**

### **B) Changes in Approach**

In Section B, illustrated in **Figure 9**, performers should note any changes in approach or aims and reasons for those changes. Any changes to the technical milestones and deliverables are reported here but must be approved in advance by the Program Director and the ARPA-E Contracting Officer. Select the “Yes” option on the right side of the page to open a text box for Section B. Click the **Save** button to save all changes made to the individual section if it is desired to return later for further editing. When the other sections are complete in Updates Section and when no further changes are needed in the section, click the **Section Complete** button.

**Figure 9: Quarterly Reports – Changes in Approach (under “Updates” Section)**

### **C) Changes in Project Personnel**

If any changes to key personnel or teaming arrangements occurred during the quarter, performers should document these in Section C, illustrated in **Figure 10**. However, these changes must be approved in advance by the Program Director and the ARPA-E Contracting Officer. Select the “Yes” option to open a text box under Section C. Click the **Save** button at the bottom of the page to save all changes. When all other section’s for the Updates tab are completed, if no further editing is required, click the **Section Complete** button at the bottom of the page.

**Figure 10: Quarterly Reports – Changes in Project Personnel (under “Updates” Section)**

## **7. T2M SECTION (TECHNOLOGY TO MARKET UPDATES)**

To enter new information regarding any project output on this page, illustrated in

**Figure 11**, click on the corresponding yellow button, and enter the fields. To edit or delete any entry select the “Edit” or “Delete” link that will appear next to each entry. When there are no additional edits to the section please select one of the options if above the **Section Complete** button if anything pertaining to Attachment 2 (Intellectual Property) has been referred to in this section. If not, please select the “No Protected Data” and proceed to click the **Section Complete** button to make this section as complete.

**Figure 11: Quarterly Reports – T2M Section**

Q2 of FY 2015  
January 1, 2015 - March 31, 2015  
Not all fields are required and sections may be marked complete with blank fields. Please ensure to review carefully.

**A) PUBLICATIONS**  
Conference Papers/Proceedings must also be reported in accordance with Section I.C of ARPA-E Reporting Instructions.

Type of Publication	Description
<a href="#">Edit</a> <a href="#">Delete</a> Journal Article	S.J. Litzelman, H.L. Tuller. Measurement of mixed conductivity in thin films with microstructured Hebb-Wagner blocking electrodes. <i>Solid State Ionics</i> <b>180</b> , 1190-1197 (2009). DOI: 10.1016/j.ssi.2009.05.013

[New Publication](#)

**B) OTHER PROJECT OUTPUT**

[Edit](#) [Delete](#) [New Other Project Output](#)

Does this section contain Protected Data as described in Attachment 2 of the Cooperative Agreement?  Protected Status Data  SBIR/STTR Status Data  No Protected Data

**C) FOLLOW-ON FUNDING**  
Additional funding committed or received from other sources (e.g., private investors, government agencies, nonprofits) after effective date of ARPA-E award.

Type	Source	Amount	Status	Date Received	Date Committed	Date Expected	Previously Reported	Name	Title	Organization	Phone	Cell Phone	Email
<a href="#">Edit</a> <a href="#">Delete</a> Private Investors	Biff Tanner	\$500,000.00	Committed	9/8/2015			No						

[New Follow-On Funding](#)

Does this section contain Proprietary Information?  Yes  No

**D) INVENTION DISCLOSURES**

Please utilize iEdison at <https://i-edison.info.nih.gov/iEdison/>

**E) PATENT APPLICATIONS**

Please utilize iEdison at <https://i-edison.info.nih.gov/iEdison/>

[Save](#) [Section Complete](#)

## A) Publications

Any project-related articles, papers, or presentations that are authored or prepared by the Project Team and published or distributed (at a conference or otherwise) must be listed in this section. This includes author name; title; publication or conference; volume, issue, and pages (if applicable); and year of publication. The Prime Recipient is required to send a copy of each publication to the program support designated by the ARPA-E Program Director. Scientific/technical conference papers/proceedings must also be reported in accordance with Section I.C of “ARPA-E Reporting Instructions.” To add a new publication, select the **New Publication** button in Section A. A pop up will walk through the necessary information needed. To edit or delete any entry select the “Edit” or “Delete” link that will appear next to each added publication.

**Figure 12: Quarterly Reports – Publications**

**B) Other Project Output (Other Products)**

If performers created any additional project output, such as data or databases, physical collections, audio or video, software or netware, models, educational aid or curricula, instruments or equipment, during the quarter, this information should be added to this section. To add a new output click on the **New Other Project Output** button under Section C. A window will open and walk through the necessary information needed. Please provide a brief description of additional project output, date of release, and entity to which output was provided.

**C) Follow-On Funding**

Please disclose any received or anticipated commitment or obligations of funding that is being received or may be received by the Prime Recipient, Sub-recipient, Principal Investigator(s) (including Co-Principal Investigators), or Key Participants to support the ARPA-E funded project or work that relates directly or indirectly to the ARPA-E funded project. To disclose new follow-on funding, please click the yellow **New Follow On Funding** button. A window will pop up, please fill out all required fields, illustrated in **Figure 13**. When finished entering a single record of information, click the **Update** link in the lower right-hand corner of a section row. Please select one of the options below the **New Follow On Funding** button if anything pertaining to Attachment 2 (Intellectual Property) has been referred to in this section. When no further information needs to be added in the section, click the **Section Complete** button at the bottom of the page.

**Figure 13: Quarterly Reports – Follow-On Funding**

**D) Invention Disclosures**

Performers are instructed to utilize iEdison at <https://s-edison.info.nih.gov/iEdison/> for future invention disclosures

**E) Patent Applications**

Performers are instructed to utilize iEdison at <https://s-edison.info.nih.gov/iEdison/> for future patent disclosures

**8. DISCLOSURES SECTION (ADMINISTRATIVE AND LEGAL UPDATES)**

The Prime Recipient is required to disclose if any of the following conditions exist, illustrated in **Figure 14**:

- The Prime Recipient, Sub-recipient, or Principal Investor(s) (including Co-Principal Investigators) is under investigation for or has been convicted of fraud or similar acts, violations of U.S. export control laws and regulations, or violations of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701, et seq.);
- The Prime Recipient, Sub-recipient, or Principal Investigator(s) (including Co-Principal Investigators) is debarred, suspended, proposed for debarment, or otherwise declared ineligible from receiving Federal contracts, subcontracts, and financial assistance and benefits;
- The Prime Recipient, Sub-recipient, or Principal Investigator(s) (including Co-Principal Investigators) is insolvent; has filed a voluntary case under the Bankruptcy Act or has consented to an involuntary case under the Bankruptcy Act; or has had a proceeding filed against it to, or consented to, the dissolution, winding-up or readjustment of debts, appointment of a receiver, conservator, trustee or other officer under any applicable state or federal law
- The Prime Recipient has any actual or apparent personal, organizational, financial, and other conflicts of interest within the Project Team.
- The Prime Recipient perform any work under the Award outside of the United States/U.S. Territories.

Please select either the “Yes” or “No” option. A “Yes” selection will open a text box. Please enter any relevant information into the text box of each Section (A-E). Use the toolbar at the top of the text box to utilize special characters if needed. Click the  button to save all changes. When all sections are completed select one of the options above the  button if any information in this section contains Protected Data as described in Attachment 2 of the Cooperative Agreement. If no further editing is required, click the  button.

**Figure 14: Quarterly Reports - Administrative and Legal Updates**

Q2 of FY 2015  
January 1, 2015 - March 31, 2015  
Not all fields are required and sections may be marked complete with blank fields. Please ensure to review carefully.

**DISCLOSURES**

A. Is the Prime Recipient, Subrecipient, or Principal Investigator(s) (including Co-Principal Investigators) under investigation for or has been convicted of fraud or similar acts, violations of U.S. export control laws and regulations, or violations of the Drug-Free Workplace Act of 1988 (Pub. L. 100-696, Title V, Subtitle D, 41 U.S.C. 701, et seq.)?  Yes  No

B. Is the Prime Recipient, Subrecipient, or Principal Investigator(s) (including Co-Principal Investigators) debarred, suspended, proposed for debarment, or otherwise declared ineligible from receiving Federal contracts, subcontracts, and financial assistance and benefits?  Yes  No

C. Is the Prime Recipient or its parent (i) insolvent, (ii) has it filed a voluntary case under the Bankruptcy Act or has consented to an involuntary case under the Bankruptcy Act, or (iii) has had a proceeding filed against it to, or consented to, the dissolution, winding-up or readjustment of debts, appointment of a receiver, conservator, trustee or other officer under any applicable state or federal law?  Yes  No

D. Does the prime recipient have any actual or apparent personal, organizational, financial, and other conflicts of interest within the Project Team? (Examples of potential conflicts of interest may include, but are not limited to: the Principal Investigator for the Prime recipient may have an equity stake in a Subrecipient, the Principal Investigator for a Subrecipient may have a consulting arrangement with the Prime Recipient, or a Subrecipient may be a subsidiary or otherwise affiliated with the Prime Recipient.)  Yes  No

E. Does the prime recipient perform any work under the Award outside of the United States/U.S. Territories? ARPA-E requires 100% of the Total Project Cost to be expended in the United States/U.S. Territories. The Prime Recipient may perform certain work overseas if authorized in advance by the ARPA-E Contracting Officer (e.g., by approval of a Foreign Work Waiver Request).  Yes  No

Does this section contain Protected Data as described in Attachment 2 of the Cooperative Agreement?:  Protected Rights Data  SBR/STTR Rights Data  No Protected Data

[Save](#) [Section Complete](#)

## 9. COST SECTION (COST UPDATES)

The Cost section, illustrated in **Figure 16**, contains a table detailing the total invoiced costs for the Prime Recipient (Lead) and FFRDC/GOGOs (if applicable). The “Total Invoiced Costs” table is the ARPA-E record of the cumulative reimbursements (only approved and pending invoices) of project spending per budget category and broken apart by federal and cost share amounts. For performers expected to provide TT&O costs, there is also a TT&O Costs table at the bottom of the page. If performers discover a discrepancy (or discrepancies) within the table, they have the option to select the invoice number that contains the discrepancy and propose changes to the budget category in question (see **Figure 15**). (Proposed changes in TT&O expenses should be discussed in the “Performer Comments” section of a given invoice). Once added, click the yellow [Save Costs](#) button at the bottom of the table. Invoices that are updated will be highlighted in blue and if you hover over the invoice number, the proposed changes will appear. For performers whose project is associated with a separate award made with DOE (because of the involvement of an FFRDC/GOGO), the Cost Section will also contain a similar table for the FFRDC/GOGO (see next sub-section).

Figure 15: Quarterly Reports- Invoice Review

LABORATORY OF DOCTOR EMMETT BROWN: QUARTERLY INVOICE REVIEW											
Invoice Number:	AR0000184-E000041263										
Invoice Date:	6/25/2013			Invoice Federal Share:	\$228,180.34						
Invoice POP Start:	5/1/2013			Invoice Performer Share:	\$0.00						
Invoice POP End:	5/31/2013			INVOICE TOTAL AMOUNT:	\$228,180.34						
Cost Details: ARPA-E Record											
	Total	Federal	Performer		Total	Federal	Performer		Total	Federal	Performer
Personnel:	\$19,426.09	\$0.00	\$19,426.09	Fringe:	\$1,602.67	\$0.00	\$1,602.67	Travel:	\$735.80	\$0.00	\$735.80
Equipment:	\$147,923.91	\$0.00	\$147,923.91	Supplies:	\$18,952.62	\$0.00	\$18,952.62	Construction:	\$0.00	\$0.00	\$0.00
Other:	\$20,605.69	\$0.00	\$20,605.69	Indirect:	\$18,933.56	\$0.00	\$18,933.56	Contractual:	\$0.00	\$0.00	\$0.00
Cost Details: Proposed Performer Edits (you will be contacted to reconcile if you have corrections)											
	Total	Federal	Performer		Total	Federal	Performer		Total	Federal	Performer
Personnel:	\$19,426.09	\$0.00	\$19,426.09	Fringe:	\$1,602.67	\$0.00	\$1,602.67	Travel:	\$735.80	\$0.00	\$735.80
Equipment:	\$147,923.91	\$0.00	\$147,923.91	Supplies:	\$18,952.62	\$0.00	\$18,952.62	Construction:	\$0.00	\$0.00	\$0.00
Other:	\$20,605.69	\$0.00	\$20,605.69	Indirect:	\$18,933.56	\$0.00	\$18,933.56	Contractual:	\$0.00	\$0.00	\$0.00
Performer Comments											
<input type="button" value="Save"/> <input type="button" value="Cancel"/>											

Performer edits will not update the ARPA-E record in the system; the PM SETA will reach out to the performer as part of the quarterly reporting process to discuss the discrepancy and correct the invoice(s) as appropriate.

The bottom section of the Cost page contains radio buttons for marking Proprietary Data and indicating concurrence with the entire section. The radio button states whether the performer agrees that “the information in the table above is accurate and correct.” The default is set to “Yes.” However, if the performer has suggested changes or inserted comments indicating a potential discrepancy, the performer should select “No”. Once again, when the Quarterly Report has been submitted and there are cost discrepancies, the PM SETA will contact the performer to reconcile the differences. Performers are expected to review the financial figures and identify any potential discrepancies; the Cost Section is meant to validate the invoiced amounts submitted through the current quarter. When no further changes are needed in the section, click the  button.

**Figure 16: Quarterly Reports – Cost Section (Lead Organization)**



Q2 of FY 2015  
January 1, 2015 - March 31, 2015  
Not all fields are required and sections may be marked complete with blank fields. Please ensure to review carefully.

Approved and Pending invoices received by ARPA-E. Click on the invoice number to make proposed changes, provide explanations of discrepancies, cost overruns, or high unit costs.

LEAD: Laboratory of Doctor Emmett Brown (DE-AR0000198)													
Plutonium-fueled Flux Capacitor Development and DeLorean Installation													
Total Invoiced Costs													
Invoice Number	Date	Total	Federal Share	Performer Share	Shortpays	Personnel	Fringe Benefits	Travel	Equipment	Supplies	Contractual	Construction	Other
AR0000184-24E000044876	1/15/2014	\$64,736.97	\$64,736.97	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
AR0000184-26E000045831	3/13/2014	\$89,730.97	\$59,730.97	\$30,000.00	\$0.00	\$20,000.00	\$10,000.00	\$19,730.97	\$0.00	\$20,000.00	\$0.00	\$0.00	\$10,000.00
AR0000184-001E000032296	3/12/2012	\$305.99	\$305.99	\$0.00	\$0.00	\$0.00	\$0.00	\$208.87	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
AR0000184-E000032810	4/6/2012	\$12,025.40	\$12,025.40	\$0.00	\$0.00	\$5,131.48	\$425.90	\$1,446.14	\$0.00	\$141.93	\$0.00	\$0.00	\$1,063.00
AR0000184-E000033264	4/23/2012	\$130,944.60	\$109,275.78	\$21,668.82	\$0.00	\$21,467.56	\$554.13	\$944.32	\$0.00	\$460.31	\$0.00	\$0.00	\$85,000.00
AR0000184-E000034055	7/5/2012	\$24,290.98	\$24,290.98	\$0.00	\$0.00	\$5,408.88	\$448.91	\$403.26	\$0.00	\$7,694.32	\$0.00	\$0.00	\$3,846.34
AR0000184-E000034588	7/5/2012	\$74,260.93	\$74,260.93	\$0.00	\$0.00	\$9,964.90	\$1,170.78	\$0.00	\$36,071.06	\$9,506.48	\$0.00	\$0.00	\$7,949.08
<b>Total:</b>		<b>\$2,174,631.14</b>	<b>\$1,958,857.38</b>	<b>\$215,773.76</b>	<b>\$0.00</b>	<b>\$571,212.73</b>	<b>\$62,792.80</b>	<b>\$44,553.25</b>	<b>\$342,402.01</b>	<b>\$155,735.35</b>	<b>\$71,507.50</b>	<b>\$0.00</b>	<b>\$254,927.97</b>
Percentage Expended in Budget Category:		69.42%	65.82%	137.68%		54.83%	41.61%	111.66%	53.71%	67.29%	0.00%	0.00%	75.24%
Remaining:		\$958,006.86	\$1,017,061.62	(\$59,054.76)		\$470,488.27	\$88,131.20	(\$4,653.25)	\$295,044.99	\$75,714.65	(\$71,507.50)	\$0.00	\$83,914.03
Overall Proposed Cost Share: 5.00 %		Invoiced Cost Share to Date: 9.92 %											
TT&O Costs													
Invoice Number	Date	Total TT&O	TT&O										
			Personnel	Fringe Benefits	Travel	Equipment	Supplies	Contractual	Construction	Other			
AR0000184-24E000044876	1/15/2014	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
AR0000184-26E000045831	3/13/2014	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00
AR0000184-001E000032296	3/12/2012	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
AR0000184-E000032810	4/6/2012	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

**Cost for “FFRDC/GOGO” or Associated Award**

Performers with FFRDC/GOGO partners or Associated Awards have the opportunity to review and submit quarterly invoiced amounts and these expenses will be displayed in a similar table to what is illustrated in **Figure 16**.

**10. SUBMIT REPORT SECTION**

To submit a completed Quarterly Report, performers select the Submit Report section. If all sections have been marked complete, performers will be able to certify the report electronically and hit the **Submit Report** button in the lower right-hand of the page. It is important the individual submitting the report is authorized to do so and is ultimately responsible for the accuracy of the submitted content. If necessary, submitted reports can be edited up to the due date.