

**U.S. Department of Energy
 FEDERAL ASSISTANCE REPORTING CHECKLIST**

For instructions see FAL Management of Report Deliverables

1. Identification Number:	2. Program/Project Title:
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3. Recipient:

4. Reporting Requirements:	Frequency	No. of Copies	Addressees										
<p>MANAGEMENT REPORTING</p> <p><input type="checkbox"/> Progress Report</p> <p><input type="checkbox"/> Special Status Report (see Special Instructions)</p> <p>SCIENTIFIC/TECHNICAL REPORTING (Reports/Products must be submitted with appropriate DOE F 241. The 241 forms are available at www.osti.gov/elink.)</p> <table style="width:100%; border: none;"> <tr> <td style="padding-left: 20px;">Report/Product</td> <td style="padding-left: 100px;">Form</td> </tr> <tr> <td><input type="checkbox"/> Final Scientific/Technical Report</td> <td>DOE F 241.3</td> </tr> <tr> <td><input type="checkbox"/> Conference papers/proceedings*</td> <td>DOE F 241.3</td> </tr> <tr> <td><input type="checkbox"/> Software/Manual</td> <td>DOE F 241.4</td> </tr> <tr> <td><input type="checkbox"/> Other (see special instructions)</td> <td>DOE F 241.3</td> </tr> </table> <p><i>* Scientific and technical conferences only</i></p> <p>FINANCIAL REPORTING</p> <p><input type="checkbox"/> SF-269, Financial Status Report</p> <p><input type="checkbox"/> SF- 269A, Financial Status Report (Short Form)</p> <p><input type="checkbox"/> SF-272, Federal Cash Transactions Report</p> <p>CLOSEOUT REPORTING</p> <p><input type="checkbox"/> Final Invention and Patent Report</p> <p><input type="checkbox"/> Property Certification</p> <p><input type="checkbox"/> Other (see Special Instructions)</p> <p>OTHER REPORTING</p> <p><input type="checkbox"/> Other (see Special Instructions)</p>	Report/Product	Form	<input type="checkbox"/> Final Scientific/Technical Report	DOE F 241.3	<input type="checkbox"/> Conference papers/proceedings*	DOE F 241.3	<input type="checkbox"/> Software/Manual	DOE F 241.4	<input type="checkbox"/> Other (see special instructions)	DOE F 241.3			
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FREQUENCY CODES AND DUE DATES:

- A - Within 5 calendar days after events or as specified.
- F - Final; 90 calendar days after expiration or termination of the award.
- Y - Yearly; 90 days after the end of the reporting period.
- S - Semiannually; within 30 days after end of reporting period.
- Q - Quarterly; within 30 days after end of the reporting period.

5. Special Instructions:

Special Status Report: Provides notice of problems, delays, or adverse conditions, which materially impair the awardee's ability to meet the objectives of the award or developments that have a significant favorable impact on the project. The report must include the remedial action to be taken to correct or resolve any problem or adverse condition.