

## Instructions and Summary

**Award Number:** \_\_\_\_\_  
**Award Recipient:** \_\_\_\_\_

**Date of Submission:** \_\_\_\_\_  
**Form submitted by:** \_\_\_\_\_

(May be award recipient or sub-recipient)

**Please read the instructions on each worksheet tab before starting. If you have any questions, please ask your EERE contact!  
Do not modify this template or any cells or formulas!**

1. If using this form for award application, negotiation, or budget revision, fill out the blank white cells in workbook tabs a. through j. with total project costs. If using this form for invoice submission, fill out tabs a. through j. with total costs for just the proposed invoice and fill out tab k. per the instructions on that tab.
2. Blue colored cells contain instructions, headers, or summary calculations and should not be modified. Only blank white cells should be populated.
3. Enter detailed support for the project costs identified for each Category line item within each worksheet tab to autopopulate the summary tab.
4. The total budget presented on tabs a. through i. must include both Federal (DOE) and Non-Federal (cost share) portions.
5. All costs incurred by the preparer's sub-recipients, vendors, and Federal Research and Development Centers (FFRDCs), should be entered only in section f. Contractual. All other sections are for the costs of the preparer only.
6. Ensure all entered costs are allowable, allocable, and reasonable in accordance with the administrative requirements prescribed in 2 CFR 200, and the applicable cost principles for each entity type: FAR Part 31 for For-Profit entities; and 2 CFR Part 200 Subpart E - Cost Principles for all other non-federal entities.
7. Add rows as needed throughout tabs a. through j. If rows are added, formulas/calculations may need to be adjusted by the preparer. Do not add rows to the Instructions and Summary tab. If your project contains more than five budget periods, consult your EERE contact before adding additional budget period rows or columns.
8. **ALL budget period cost categories are rounded to the nearest dollar.**

**BURDEN DISCLOSURE STATEMENT**

Public reporting burden for this collection of information is estimated to average 3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Office of Information Resources Management Policy, Plans, and Oversight, AD-241-2 - GTN, Paperwork Reduction Project (1910-5162), U.S. Department of Energy 1000 Independence Avenue, S.W., Washington, DC 20585; and to the Office of Management and Budget, Paperwork Reduction Project (1910-5162), Washington, DC 20503.

### SUMMARY OF BUDGET CATEGORY COSTS PROPOSED

**The values in this summary table are from entries made in subsequent tabs, only blank white cells require data entry**

Section A - Budget Summary								
		Federal	Cost Share			Total Costs	Cost Share %	Proposed Budget Period Dates
	<b>Budget Period 1</b>	\$0	\$0			\$0	0.00%	<b>Example!!! 01/01/2014 - 12/31/2014</b>
	<b>Budget Period 2</b>	\$0	\$0			\$0	0.00%	
	<b>Budget Period 3</b>	\$0	\$0			\$0	0.00%	
	<b>Budget Period 4</b>	\$0	\$0			\$0	0.00%	
	<b>Budget Period 5</b>	\$0	\$0			\$0	0.00%	
	<b>Total</b>	\$0	\$0			\$0	0.00%	
Section B - Budget Categories								
CATEGORY	Budget Period 1	Budget Period 2	Budget Period 3	Budget Period 4	Budget Period 5	Total Costs	% of Project	Comments (as needed)
<b>a. Personnel</b>	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	
<b>b. Fringe Benefits</b>	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	
<b>c. Travel</b>	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	
<b>d. Equipment</b>	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	
<b>e. Supplies</b>	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	
<b>f. Contractual</b>								
<b>Sub-recipient</b>	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	
<b>Vendor</b>	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	
<b>FFRDC</b>	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	
<b>Total Contractual</b>	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	
<b>g. Construction</b>	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	
<b>h. Other Direct Costs</b>	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	
<b>Total Direct Costs</b>	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	
<b>i. Indirect Charges</b>	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	
<b>Total Costs</b>	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	

Additional Explanation (as needed):