

Institutional Cost Report

FORM VERSION AND DATE : V 1 02, 1/9/2012

Allottee:	
Contractor Name:	
Reporting Entity	
CID	

Exhibit 1:

	Current Quarter	Fiscal Year to Date	Fiscal Year Projection	Comments
Original Cost Reporting				
Salaries	\$ -	\$ -	\$ -	
Fringe Benefits				
Defined Benefit Plan				
Defined Contribution Plan				
Active Medical				
Legally Mandated				
Retiree Medical				
Other Benefits				
Subtotal - Benefits	\$ -	\$ -	\$ -	
Travel				
Procurements				
Electricity				
Other Utilities				
Facility Leases				
Other Procurements				
Subtotal - Procurement	\$ -	\$ -	\$ -	
Subcontracts				
Mgmt Award / Incentive Fee				
Taxes				
Other (*)				
Subtotal - Original Cost Transactions	\$ -	\$ -	\$ -	
Reconciling STARS items:				
Variance				
Suspense / Undistributed				
Other				
Subtotal - Reconciling STARS items	\$ -	\$ -		
TOTAL STARS Cost	\$ -	\$ -		
STARS SGL Cost Check:				
61000000				
61009900				
63300000				
80100100				
88020100				
88020500				
88030200				
88030300				
88040900	\$ -	\$ -		
Difference between Exhibit 1 and Exhibit 2	\$ -	\$ -		
Difference / Variance:	\$ -	\$ -		

(*) Provide details of the Other category below if cost represents 5% or more of the Total Original Cost

Requirements:

- Do not alter the formats
- The lines, "Difference between Exhibit 1 and Exhibit 2" and the, "Difference/Variance" must be zero in columns E, G and I
- Amounts must be rounded either to two decimal places or whole dollars. Do not round to thousands or millions.
- Explain the Other Category when Other exceeds 5% of the total Original Cost reported
- If it's a fourth-quarter all variances, suspense cost and undistributed costs must equal zero.
- Explain any variances, suspense costs, or undistributed costs that appear unreasonable or excessive.
- Total Original cost must equal STARS cost.

ANY DISCREPANCY IN THE REPORT WILL BE RETURNED
 ANY QUESTIONS CONCERNING COMPLETION OF THIS FORM CAN BE DIRECTED TO BEN CHATTERSON 301-903-4184 OR ROBERT BELL 301-903-7895

Institutional Cost Report

Allottee:	
Contractor Name:	
Reporting Entity:	
CID	

Exhibit 2:

Overhead cost by Category

- Executive Direction
- Human Resources
- Chief Financial Officer
- Internal Audit
- Procurement / Acquisition
- Legal
- Central Administrative Support
- Program / Project Planning & Control
- Technology Transfer
- Outreach Activities
- Business Development
- Information Management
- Environmental
- Safety & Health
- Facilities Management
- Maintenance - Facilities
- Maintenance - General
- Utilities
- Safeguards & Security
- Safeguards & Security, WFO Funded
- Cyber Security
- Logistics Support
- Quality Assurance
- Management / Award / Incentive Fee
- Taxes
- LDRD
- IGPP / IGPE
- Other / Organizational Management (*)

	Institutional Cost Report			Direct Costs Meeting Functional Cost Categories (Complete only if required by cognizant field CFO)			Comments
	Current Quarter	Fiscal Year to Date	Fiscal Year Projection	Current Quarter	Fiscal Year to Date	Fiscal Year Projection	
Executive Direction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Human Resources							
Chief Financial Officer							
Internal Audit							
Procurement / Acquisition							
Legal							
Central Administrative Support							
Program / Project Planning & Control							
Technology Transfer							
Outreach Activities							
Business Development							
Information Management							
Environmental							
Safety & Health							
Facilities Management							
Maintenance - Facilities							
Maintenance - General							
Utilities							
Safeguards & Security							
Safeguards & Security, WFO Funded							
Cyber Security							
Logistics Support							
Quality Assurance							
Management / Award / Incentive Fee							
Taxes							
LDRD							
IGPP / IGPE							
Other / Organizational Management (*)							
Subtotal - Overhead Cost	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Direct Cost							
Contractor Total DOE Program	\$ -	\$ -	\$ -				
Reconciling STARS items:							
Variance							
Suspense / Undistributed							
Other							
Subtotal - Reconciling items	\$ -	\$ -					
TOTAL STARS Cost	\$ -	\$ -					
STARS SGL Cost Check:							
61000000	-	-					
61009900	-	-					
63300000	-	-					
80100100	-	-					
88020100	-	-					
88020500	-	-					
88030200	-	-					
88030300	-	-					
88040900	-	-					
	\$ -	\$ -					
Difference / Variance	\$ -	\$ -					

(*) Provide details of the Other / Organizational Management category below if cost represents 25% or more of the Total Overhead Cost

Exhibit 4:

Actual FYTD
Overhead Cost
Allocation

FYE Est
Overhead Cost
Allocation

Overhead Allocation

2 Digit B&R:

- AA
- AB
- AC
- AD
- AE
- AF
- AG
- AI
- AJ
- AK
- AL
- AM
- AP
- AR
- AS
- AT
- AU
- AV
- AW
- AY
- AZ
- BA
- BB
- BD
- BM
- BR
- BT
- CB
- CC
- CD
- CE
- CH
- CN
- CV
- DA
- DB
- DC
- DE
- DF
- DH
- DP
- DS
- DU
- DY
- EA
- EB
- EC
- ED
- EE
- EG
- EH
- EK
- EL
- EM
- EN
- EO
- ES
- EU
- EW
- EX
- EY
- EZ
- FB
- FD
- FE
- FF
- FS
- FT
- GA
- GB
- GC

	Actual FYTD Overhead Cost Allocation	FYE Est Overhead Cost Allocation
AA	0.0%	0.0%
AB		
AC		
AD		
AE		
AF		
AG		
AI		
AJ		
AK		
AL		
AM		
AP		
AR		
AS		
AT		
AU		
AV		
AW		
AY		
AZ		
BA		
BB		
BD		
BM		
BR		
BT		
CB		
CC		
CD		
CE		
CH		
CN		
CV		
DA		
DB		
DC		
DE		
DF		
DH		
DP		
DS		
DU		
DY		
EA		
EB		
EC		
ED		
EE		
EG		
EH		
EK		
EL		
EM		
EN		
EO		
ES		
EU		
EW		
EX		
EY		
EZ		
FB		
FD		
FE		
FF		
FS		
FT		
GA		
GB		
GC		

