



H E L P D O C U M E N T A T I O N

FastLane Help System

Facilities Performance Report

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Facilities Performance Report

Introduction to the NSF Facility Performance Reporting System

A brief overview of the system and its capabilities are discussed in the following subsections.

- Government Performance & Results Act Goals
- Facility Report Types
- Workflow
- Navigating the FPRS
- Email Notifications

See also:

- Operations Reports
- Construction/Upgrade Report
- Earned Value Management for a Construction Report

Government Performance & Results Act Goals

The National Science Foundation’s (NSF) Fiscal Year (FY) 2003 Government Performance & Results Act (GPRA) Performance Plan identifies goals relevant to the operation, construction, and upgrade of NSF-supported facilities. The goals are identified as:

- **Operations:** For 90 percent of operational facilities, keep scheduled operating time lost to less than 10 percent.
- **Construction/Upgrade:** For 90 percent of construction, acquisition, and upgrade projects, keep any negative cost and schedule variances to less than 10 percent of the approved project plan.

Definition of a Facility

To qualify as a “facility” for the purposes of GPRA reporting, the award or collection of awards made by NSF must meet the following criteria:

- Established through construction and/or acquisition, upgrade or operating infrastructure, instrumentation, equipment, or software that is intended to enable a broad segment of researchers and/or educators to conduct research and/or education activities; AND
- Funded through the “Tools” category of NSF’s budget; AND
- The approved project expenditure plan is at least \$5M for construction projects, and the approved annual expenditure plan is at least \$1M for operations projects. For Operations projects, this refers to the Operations and Maintenance portion of the project expenditure plan as opposed to funds provided for research and/or education.

Reporting Requirements

In order to assess progress relative to the GPRA goals for facilities, NSF requires those facilities that meet the above criteria to submit an annual Operations Report and/or Construction/Upgrade Report. The reporting period covers the federal fiscal year, October 1st—September 30th.

There are two reporting cycles—estimates and actuals—in each federal fiscal year. The table below details the performance data to be reported during the estimates and actuals reporting cycles respectively. Table 1 describes the requirements for these reports.

Table 1 Estimates and Actuals Reporting Requirements

Report Type	Estimates Reporting Cycle	Actuals Reporting Cycle
Operations Report	User Unit Type User Unit Definition Estimated Allocation Explanation of Estimated Allocation	Actual Allocation Explanation of Actual Allocation
Construction/Upgrade Report	Project Baseline Description: Estimated Total Project Cost Estimated Project Completion Year	Project Baseline Description: Not Required
	Planned Value	Earned Value Actual Cost

pd_facility_performance

You, as a Principal Investigator (PI), will be notified by email of the opening and closing dates for both the estimates and actuals reporting cycles. The *Estimated Total Project Cost* and the *Estimated Project Completion Year* are required when the first Construction/Upgrade Report for the estimates reporting cycle is submitted.

For further information on reporting requirements, see:

- Operations Reports
- Construction Report
- Earned Value Management for a Construction Report

Facility Report Types

The Facility Performance Reporting System (FPRS) provides NSF grantees with the capability to report on two distinct types of large facilities activities—Operations and Construction/Upgrade. An Operations Report is required for facilities that are awarded more than \$1M in operations support per annum. A Construction/Upgrade report is required for facilities that are awarded at least \$5M over the duration of the project. The underlying workflow for both reports is the same. However, the performance information collected is different depending upon the available reporting cycle. Estimates performance data is to be entered at the beginning of the federal fiscal year (10/1—9/30), and Actuals performance data is to be entered at the end of the federal fiscal year.

Operations Report Type

The Operations Report compares the *Estimated Allocation* of user units at the beginning of the fiscal year with the *Actual Allocation* of user units at the end of the fiscal year. The user unit information for an Operations Report is tracked yearly

Operations performance is determined by comparing the *Estimated Allocation* of user units with the *Actual Allocation* of user units for a facility. You define the user unit. NSF encourages you to define a user unit at the lowest detailed level. All user unit data reported in the Operations Report are tracked on a federal fiscal year basis. Thus, you will be required to submit an Operations Report for every fiscal year in which the facility meets the requirements for reporting as described in *Reporting Requirements*. Figure 1 shows an Operations Report.

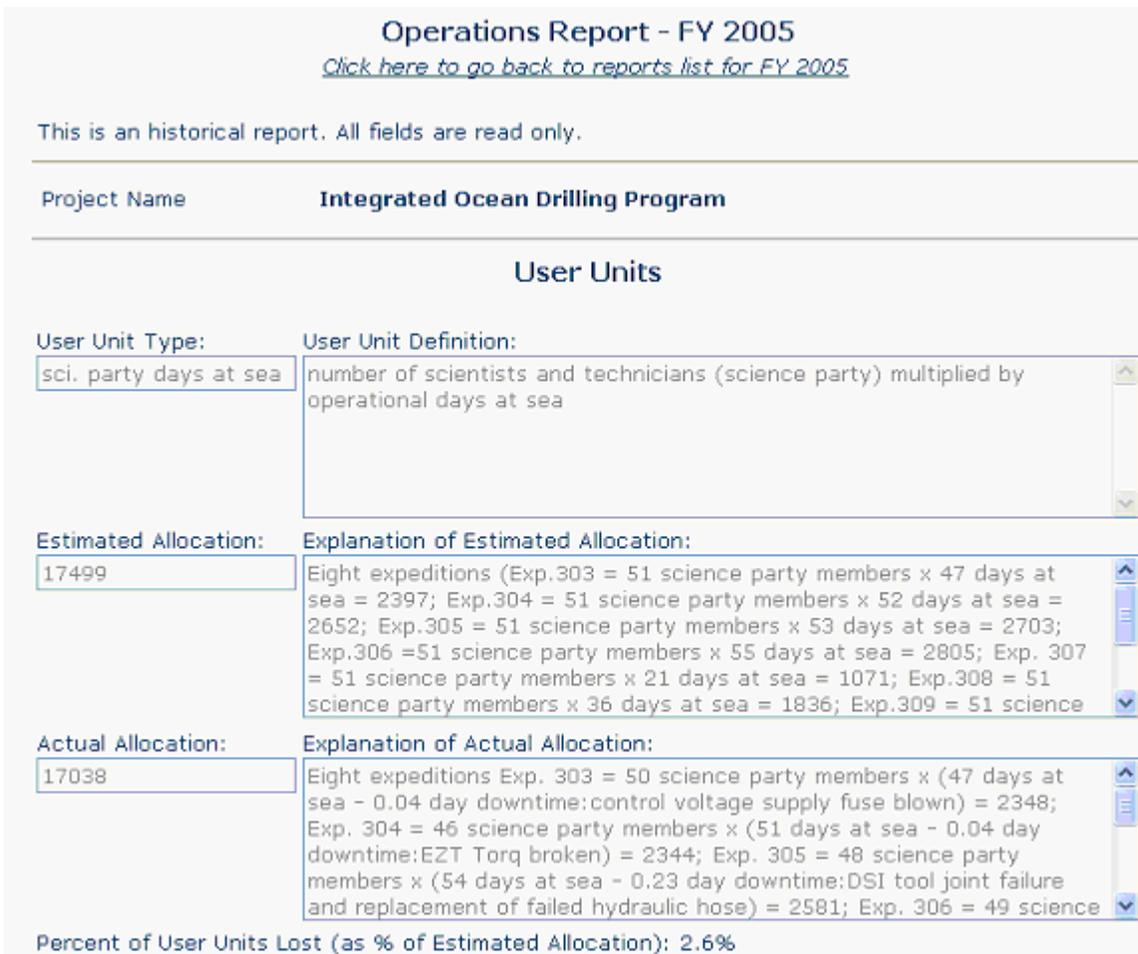


Figure 1 Operations Report for a prior fiscal year.

Table 1 details the definitions of the Operations Report’s performance data.

Table 1 Operations Report Performance Data

Performance Data	Definition
User Unit Type	The standard unit of measure in which the facility tracks the amount of service it provides (i.e., minute, hour, day, CPU hour, etc.). It is a text field that is required.
User Unit Definition	Description of the type of service that the facility provides to its community such as: <ul style="list-style-type: none"> • 1 hour of viewing time at a telescope, • 1 day at sea on a research vessel, • 1 Central Processing Unit (CPU) hour • This is a text field that is required.
Estimated Allocation	The estimated number of user units that the facility expects to make available to users through the federal fiscal year. This field is an integer that is required

Explanation of Estimated Allocation	Provides you with an opportunity to describe relevant information pertaining to the estimated allocation. This is a text field that is required.
Actual Allocation	The actual number of user units that were available to the users through the federal fiscal year. This field is an integer that is required.
Explanation of Actual Allocation	Provides you with an opportunity to describe relevant information pertaining to the actual allocation. This is a text field that is required.

For further information on Operations Reports, see Operations Reports.

Construction/Upgrade Reports

The Construction/Upgrade Report compares the *Planned Value* at the beginning of the fiscal year during the Estimates reporting cycle with the *Earned Value* and *Actual Cost* at the end of the fiscal year during the Actuals reporting cycle. In addition, the Construction/Upgrade Report will have an overall Project Baseline Description defined for the project.

Construction performance is tracked both on a total project level and an annual level. Total project information is defined as the Project Baseline Description requiring you to submit an Estimated Total Project Cost and the Estimated Project Completion Year. The annual information is tracked by comparing the Planned Value with the Earned Value and Actual Cost (see [Earned Value Management](#) to learn more). Figure 2 shows a Construction/Upgrade Report.

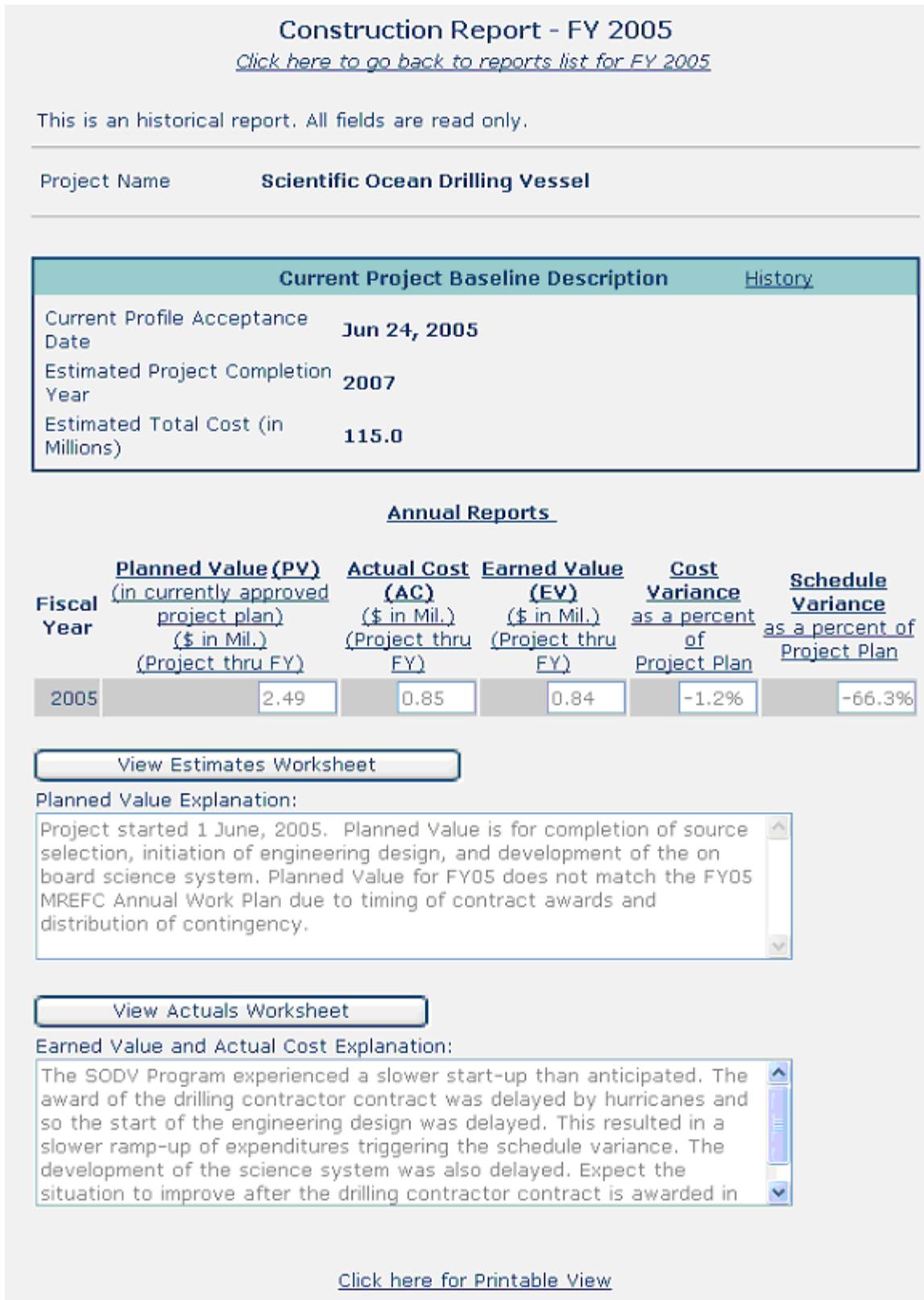


Figure 2 Construction/Upgrade Report from a prior fiscal year.

Table 2 details the definitions of the Construction/Upgrade Report’s performance data.

Table 2 Construction/Upgrade Report Performance Data

Performance Data	Definition
Project Baseline Description (Required for the 1st reporting cycle) Estimated Total Project Cost	The estimated total cost of the project in millions of dollars. This is an integer that is required.
Project Baseline Description (Required for the 1st reporting cycle) Estimated Project Completion Year	The estimated federal fiscal year (10/1-9/30) in which the Construction/Upgrade project is expected to be complete. This is a date field and is required.
Planned Value	You submit the Planned Value at the beginning of the federal fiscal year. Planned Value is also known as the Budgeted Cost of Work Scheduled (BCWS) and represents the estimated value (in million of dollars) of the work to be accomplished as scheduled by the project through the federal fiscal year. This integer data field is required. FPRS will accept decimals but will round to the nearest dollar.
Earned Value	You submit the Earned Value at the end of the federal fiscal year. Earned Value is also known as the Budgeted Cost of Work Performed (BCWP) and represents the planned costs (in millions of dollars) of the work allocated to the activities completed (or portions of activities) through the federal fiscal year. It measures progress against the plan. This integer data field is required. FPRS will accept decimals but will round to the nearest dollar.
Actual Cost	You submit the Actual Cost at the end of the federal fiscal year. The Actual Cost, also known as the Actual Cost of Work Performed (ACWP), represents the expenditures (in millions of dollars) actually incurred in accomplishing the work performed through the federal fiscal year. The actual costs of the work are charged against the activities completed (or portions of activities). This integer data field is required. FPRS will accept decimals but will round to the nearest dollar.

For further information on Construction/Upgrade Reports, see Construction/Upgrade Report. See also Earned Value Management for a Construction/Upgrade Report.

Workflow

For the estimates and actuals reporting cycles, the report submission passes through a predefined workflow. This workflow applies to both report types (Operations and Construction/Upgrade) and reporting cycles (estimates and actuals). Figure 1 details the process for a facilities report in FPRS for both reporting cycles.

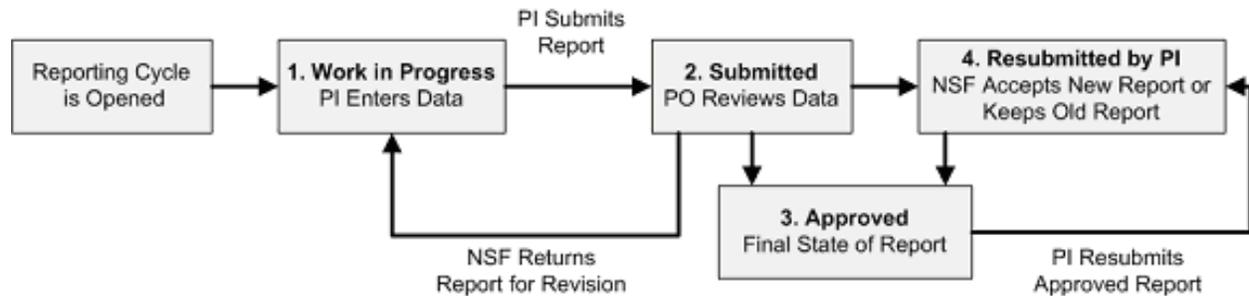


Figure 1 FPRS Report Workflow.

Workflow States

The following describes each workflow state in FPRS for both the estimates and actuals reporting cycles:

- **Work In Progress**—The report is currently being worked on by you and has not yet been submitted to NSF for review. This report may be saved and retrieved at a later date. A saved report by you can be viewed.
- **Submitted**—You have submitted the report for review by NSF, but the Program Officer (PO) has not yet approved it. Resubmitting a report while in this state will not require approval from NSF.
- **Reopened**—NSF has returned the report to you for revisions. To view the comments from the PO, select the comments link on the Detail screen.
- **Under Review**—NSF is reviewing the report. Resubmitting a report while in this state will require approval by NSF.
- **Complete**—NSF accepted the report. Resubmitting a report while in this state will require approval by NSF.
- **Resubmitted by PI**—resubmitted the report to NSF. NSF will accept either the new report or old report. You can perform no action on this report while in this state.
- **N/A**—The corresponding reporting cycle for this report has not yet begun. For example, this will appear in the Actuals Status box for an Operations Report where the estimates reporting cycle is open for submission, indicating actuals cannot be reported at this time.

Workflow Example—Estimates and Actuals Reporting Cycle

Once NSF opens either the estimates or actuals reporting cycle, you will log into FPRS to view your reports (see [Navigating the FPRS](#)). The appropriate performance data fields will be displayed depending on the reporting cycle. To submit a report, you will enter the relevant data and select the **Submit to NSF** button. At this time, the report becomes view-only to you while the NSF reviews the report.

Upon review, NSF may either choose to **Return to PI** for corrections or **Accept** the report. If the report is returned for corrections, you will receive an email notification requesting you to log into FPRS to view NSF comments and update the report as requested. You will have the ability to make the necessary changes in FPRS and resubmit the report to NSF. This cycle of submits—reviews—returns—resubmits may continue iteratively until both parties agree to the data in the report. There is no limit to the number of iterations in FPRS, provided the reporting cycle is open. Once NSF accepts the report, an email notification is sent, marking the end of the workflow and changing the report status to “complete.” FPRS is designed to provide you with flexibility in reporting, recognizing that revisions to reports previously submitted to NSF may be necessary. Therefore, FPRS provides you with the capability to resubmit reports if corrections are required. The following describes the resubmission conditions available to you in FPRS:

- If you have submitted a report to NSF and NSF has not accepted the report, you may resubmit the report with new values to be accepted by NSF by selecting the **To change the estimates for fiscal year *nnnn* click here**. An email notification will be sent to NSF that a new report has been resubmitted for review.
- If you have submitted a report to NSF and NSF has accepted the report, you may still resubmit the report by selecting the **To change the estimates for fiscal year *nnnn* click here**link. NSF will be notified and presented with both the new report and the previously accepted report for review. NSF may either accept the new report or accept the prior report.

For further information on facility reporting, see:

- Operations Reports
- Construction/Upgrade Report
- Earned Value Management for a Construction Report

Navigating the FPRS

The Facility Performance Reporting System (FPRS) is divided into two phases: an Estimated reporting cycle, which runs from approximately January 1 through April 30, and an Actuals reporting cycle, which runs from approximately October 1 through December 31. Principal Investigators (PIs) who are responsible for large NSF facilities projects are required to enter data for both phases within the prescribed time-frames. All facilities performance data will be entered through the NSF FastLane application.

User Access Levels

Designated PIs who are required to submit facility reports can access the FPRS from NSF's FastLane system, <http://fastlane.nsf.gov>. To access FPRS, you must be a FastLane user.

FPRS Login Instructions

You, as a Principal Investigator (PI), must log into FastLane and select the **GPRA Performance Facility Reporting System** link to access the Facility Performance Reporting module.

1. From the **FastLane Homepage** screen, (Figure 1), select the **Proposals, Awards & Status** link located on the left portion of the top menu bar. The **Proposals, Awards & Status Login** screen (Figure 2) displays.



Figure 1 FastLane Homepage screen. The Proposals, Awards and Status link is boxed in red.

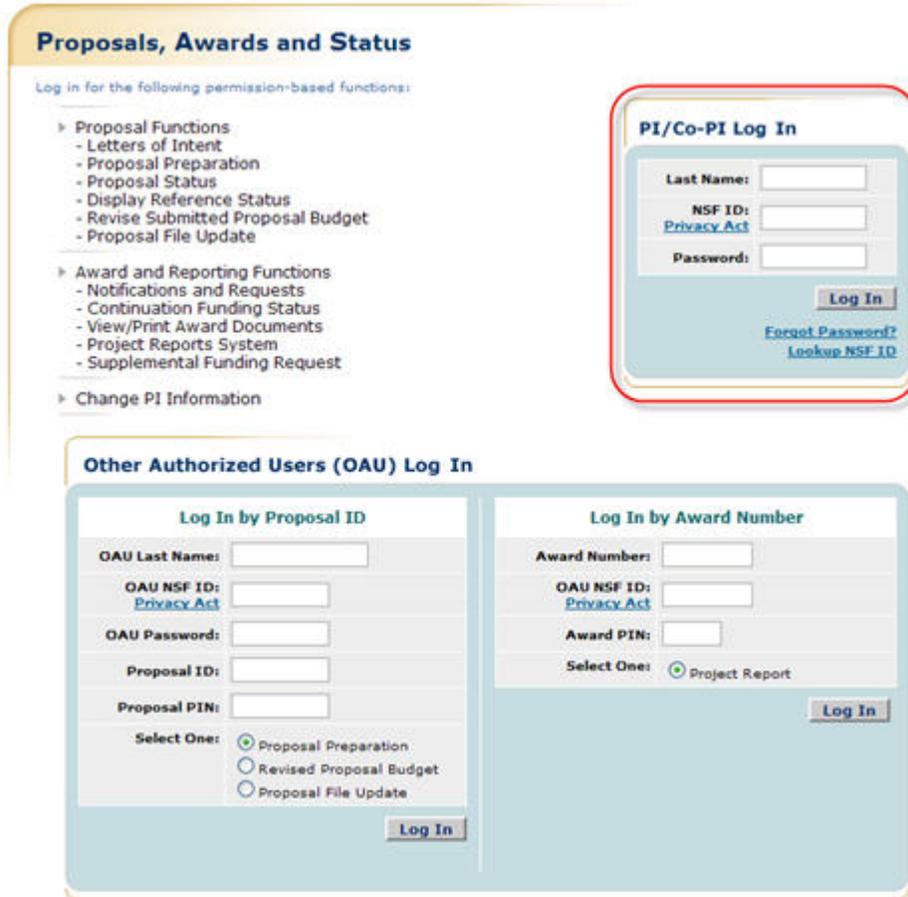


Figure 2 Proposals, Awards & Status Login screen. The PI/Co-PI Log In is boxed in red.

2. From the **Proposals, Awards & Status Login** screen (Figure 2), complete the following fields: Last Name, National Science Foundation Identification number, and Password on the **PI/Co-PI Log In**. Once you have entered your login information, select the **Login** button, to enter the Proposals, Awards, and Status FastLane module. The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen** (Figure 3) displays.
 - 1.

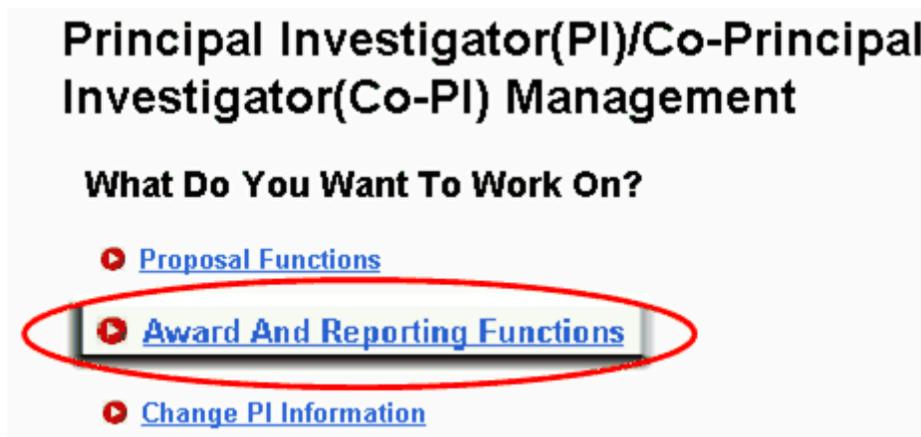


Figure 3 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The Award and Reporting Functions item is circled in red.

3. From the **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management** screen (Figure 3), select the **Award and Reporting Functions** link. The **Award and Reporting Functions** (Figure 4) screen displays.

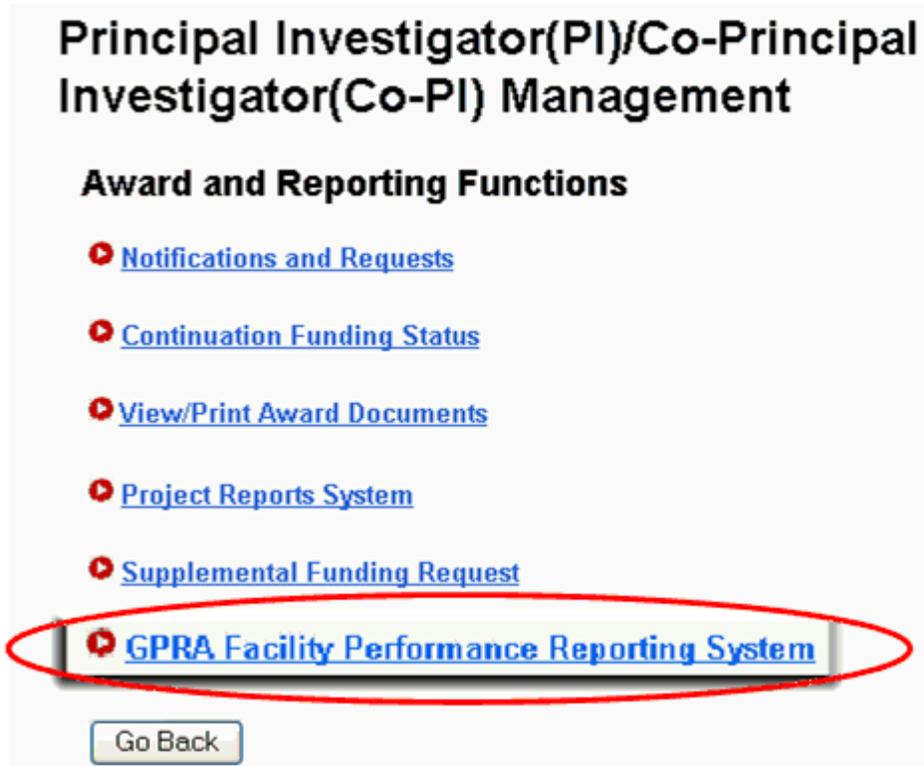


Figure 4 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Award and Reporting Functions screen. The GPRA Facility Performance Reporting System Functions item is circled in red.

4. From the **Award and Reporting Functions** (Figure 4) screen, select the **GPRA Facility Performance Reporting System** link. The main **FPRS Splash** screen (Figure 5) displays, providing high-level information on the functions of FPRS.

The NSF's Government Performance & Results Act Performance Plan contains goals related to the construction/upgrade and operations of NSF-supported facilities. These goals are as follows:

- **Construction/Upgrade:** For 90 percent of construction, acquisition and upgrade projects, keep any negative cost and schedule variances to less than 10 percent of the approved project plan.
- **Operations:** For 90 percent of operational facilities, keep scheduled operating time lost to less than 10 percent.

In order to assess progress relative to these goals, the Foundation requires facilities to submit two types of performance reports. Facilities which receive greater than \$1 million per year in operations support are required to fill out reports on their operations activities. Facilities which are undergoing individual construction/upgrade activities over \$5 million total are required to fill out a Construction/Upgrade report. Each construction/upgrade project must be reported on separately.

Reports must cover the federal fiscal year, October 1st - September 30th.

To continue on to the GPRA Facility Performance Reporting module, click on the button below:



Figure 5 FPRS Splash screen.

5. From the main **FPRS Splash screen** (Figure 5), select the **Facility Performance Reporting** button. The **Facility List screen** (Figure 6) displays. This page lists all of the Operations and/or Construction/Upgrade reports that you have access to as a PI and for which you must report performance data.

Facility Performance Reports for FY 2006

Select Fiscal Year

2006
▼

Below are the GPRA facilities reports required for your projects for FY 2006. It is currently the **Actuals** reporting cycle for this fiscal year. To edit or view the details for a report, click on the project name below. To view reports for a different fiscal year, select the year from the list on the left

Operations Reports		
Project Name	Estimates Status	Actuals Status
Integrated Ocean Drilling Program	Work In Progress	Work In Progress

Construction/Upgrade Reports		
Project Name	Estimates Status	Actuals Status
Scientific Ocean Drilling Vessel	Work In Progress	Work In Progress

Figure 6 Facility List screen.

You have successfully entered the FPRS module in the FastLane system and should see the **Facility List screen** (Figure 6), a list of each of your facility projects requiring reports. In most cases, you will only see one facility (either an Operations or Construction/ Upgrade project—this illustration shows both).

6. The **Select Fiscal Year** drop-down list option defaults to the fiscal year of the current reporting period. You will be presented with relevant operations reports or construction/upgrade reports or both. The list of facilities reports will be driven by data contained in the NSF Financial Accounting System (FAS). By changing the fiscal year, you may view prior year submissions. The narrative section in the upper right corner describes the current reporting cycle and instruction to view reports. The reports menu displays the report access link necessary to enter the **FPRS Report Detail screen**.

See **Operations Report** and **Construction/Upgrade Report** for step-by-step instructions.

Email Notifications

FPRS has an email notification mechanism as a part of the overall reporting process. There are two types of email templates in FPRS—Workflow Notification Emails and Cycle Notification Emails.

Workflow Notification Emails

Workflow Notification Emails are sent in response to an action related to the Workflow States, as seen in Table 1.

Table 1 Workflow State and Workflow Notification Emails

Workflow State	Workflow Notification Email
PI submits a report	Email sent to the Program Officer at NSF to review the report
NSF reopens report	Email sent to PI to review NSF comments and resubmit report
NSF accepts report	Email sent to PI that the report is accepted by NSF and no further action is required

Cycle Notification Emails

Cycle Notification Emails are sent to all users of FPRS notifying them of the opening and closing of an estimates or actuals reporting cycle. At the end of a reporting cycle, email reminders will be sent out a few days before the closing date to those users who still have pending action in FPRS.

For further information on reporting requirements, see:

- Operations Reports
- Construction/Upgrade Report
- Earned Value Management for a Construction Report

Operations Reports

Operations Reports

The Operations Report compares the Estimated Allocation of user units at the beginning of the fiscal year with the Actual Allocation of user units at the end of the fiscal year. The user unit information for an Operations Report is tracked yearly.

This section details the actions that you can perform on an Operations Report and the steps that you must take to view, save, submit, and resubmit estimates and actuals performance data for an Operations Reports.

Upon FPRS login, you will be presented with a list of your reports for a given fiscal year. FPRS will default to the current fiscal year. You may change the fiscal year by selecting the Select Fiscal Year drop-down list. Changing the selection in this box will automatically display reports that are available for the newly selected fiscal year. If you are required to report on operations and construction/upgrade activities, both reports will be accessible from the **Facility List** screen (Figure 1). Each report will list the project name and the current workflow state of the estimates and actuals reporting cycles in the columns titled, *Estimates Status* and *Actual Status*.

Facility Performance Reports for FY 2006

Select Fiscal Year

2006 ▼

Below are the GPRAs facilities reports required for your projects for FY 2006. It is currently the **Actuals** reporting cycle for this fiscal year. To edit or view the details for a report, click on the project name below. To view reports for a different fiscal year, select the year from the list on the left

Operations Reports		
Project Name	Estimates Status	Actuals Status
Integrated Ocean Drilling Program	Work In Progress	Work In Progress

Construction/Upgrade Reports		
Project Name	Estimates Status	Actuals Status
Scientific Ocean Drilling Vessel	Work In Progress	Work In Progress

Figure 1 Facility List screen.

To view the **Report Details** screen, select the **Project Name** from the Facility List screen (Figure 1). You will now be accessing an Operations Report for the estimates reporting cycle that has a status of Work In Progress. Figure 2 shows an Operations Report that is still in progress.

Operations Report - FY 2006

[Click here to go back to reports list for FY 2006](#)

This report is currently in the **actuals** reporting cycle. Please enter the actual units the facility was available for use and an explanation for this fiscal year. When complete, submit this report by clicking on the 'Submit to NSF' button below.

Estimates Report: This report also has an in-progress estimates report. Define the user units for this project. Enter the number of user units the facility expects to be available to the community this fiscal year. When you have completed this, you must submit this estimates report using the submission button at the bottom of this page.

Project Name **Integrated Ocean Drilling Program**

Estimates Status **Work In Progress** [View Estimates Comments](#)

Actuals Status **Work In Progress** [View Actuals Comments](#)

Actuals Cycle Status Bar

Work In Progress	Submitted	NSF Reviewing	NSF Accepted
------------------	-----------	---------------	--------------

User Units

User Unit Type:

User Unit Definition:

Estimated Allocation:

Explanation of Estimated Allocation:

Estimates Submission

To submit the user units estimates for FY 2006, please click on the button below. Once you have submitted this report, any changes will be tracked by the system.

Figure 2 Operations Report In Progress before any work is started.

To provide you with information about where you are in the reporting cycle, a visual status bar is displayed under the current status (Figure 3).

Estimates Cycle Status Bar

Work In Progress	Submitted	NSF Reviewing	NSF Accepted
------------------	-----------	---------------	--------------

Figure 3 Status Bar in Estimates Cycle.

The status bar indicates the reporting steps and how much progress has been made on those steps. Reporting steps and their meanings are as follows:

- **Work In Progress**—PI has begun entering facilities operations report data or is revising facilities data based on NSF feedback
- **Submitted**—PI has submitted facilities operations report data
- **NSF Reviewing**—NSF Program Officers (POs) are reviewing submitted facilities data. Office of Budget, Finance and Award Management (BFA) is reviewing submitted facilities data
- **NSF Accepted**—Both POs and BFA have accepted the report.

See also:

- View an Estimates Operations Report
- Submit an Estimates Operations Report
- Actuals Operations Report
- Performance Data in an Actuals Operations Report
- Submit an Actuals Operations Report
- Resubmit an Operations Report

See also:

- An Introduction to the NSF Facility Performance Reporting System
- Construction/Upgrade Report
- Earned Value Management for a Construction Report

View an Estimates Operations Report

There are three sections contained on the **Report Detail** screen for an Estimates Operations Report:

- At the top of the screen, you can view the Operations Report header information describing the current reporting cycle along with instructions.
- The next section presented is the Project Status, listing the Project Name, Estimates Status, Estimates Cycle Status Bar, and a **View Estimates Comments** link. The **View Estimates Comments** link displays all comments entered by you and PO. This link is useful to determine why NSF has returned a report to you.
- Estimates Report section, displaying the enabled *User Unit Type*, *User Unit Definition*, *Estimated Allocation*, and *Explanation of Estimated Allocation* data fields. You may either save the report, indicating that it is still a Work In Progress, or submit the report to NSF for review and acceptance.

The required performance data of an Operations Report for the estimates reporting cycle is as shown in Table 1.

Table 1 Operations Report

Performance Data	Definition
User Unit Type	The standard unit of measure in which the facility tracks the amount of service it provides (i.e., minute, hour, day, CPU hour, etc.). It is a text field that is required.
User Unit Definition	Description of the type of service that the facility provides to its community such as: <ul style="list-style-type: none"> • 1 hour of viewing time at a telescope • 1 day at sea on a research vesse • 1 CPU hour • This is a text field that is required
Estimated Allocation	The estimated number of user units that the facility expects to make available to users for the federal fiscal year. This field is an integer and is required.
Explanation of Estimated Allocation	Provides PI with an opportunity to describe relevant information pertaining to the estimated allocation. It is a text field that is required.

You should already be familiar with the estimates performance data, as the report components have not changed significantly from previous reporting years.

The steps for entering and completing an Operations Report for the estimates reporting cycle are described in Submit an Estimates Operations Report.

See also:

- Actuals Operations Report
- Performance Data in an Actuals Operations Report
- Submit an Actuals Operations Report
- Resubmit an Operations Report

Submit an Estimates Operations Report

Email notifications will be distributed to all the PIs required to submit an Operations Report for large facilities projects once the estimates reporting cycle is opened.

1. To submit an Operations Report for the estimated reporting cycle, you must first navigate to the Operations Report Detail screen (Figure 1) (see Navigating the FPRS). You will be presented with any and all actions that are applicable to you. The actions available to you are based on the status of the current report (see Workflow).

Operations Report - FY 2006

[Click here to go back to reports list for FY 2006](#)

This report is currently in the **estimates** reporting cycle. Define the user units for this project. Enter the number of user units the facility expects to be available to the community this fiscal year. When you have completed this, you must submit this estimates report using the submission button at the bottom of this page.

Project Name	Cornell Electron Storage Ring	
Estimates Status	Work In Progress	View Estimates Comments
Estimates Cycle Status Bar	<div style="border: 1px solid black; padding: 5px;"><div style="background-color: #4CAF50; width: 20px; height: 10px; display: inline-block; margin-right: 10px;"></div> Work In Progress Submitted NSF Reviewing NSF Accepted</div>	

User Units

User Unit Type:	User Unit Definition:
<input type="text" value="Hours"/>	<div style="border: 1px solid black; padding: 5px; min-height: 80px;">We define User Units as hours when CESR is available for users, with no double counting for multiple users. During CESR_c times only the CLEO_c experiment is running. During CHES operations typically several groups of synchrotron x-ray users run simultaneously. During "Machine Studies" time the facility is used for accelerator physics studies, with MS users being scheduled one group at a time. The User</div>
Estimated Allocation:	Explanation of Estimated Allocation:
<input type="text" value="10"/>	<div style="border: 1px solid black; padding: 5px; min-height: 80px;">Describe why 10 hours are estimated for this project.</div>

Save

Estimates Submission

To submit the user units estimates for FY 2006, please click on the button below. Once you have submitted this report, any changes will be tracked by the system.

Submit To NSF

[Click here for Printable View](#)

Figure 1 Estimates Operations Report. The estimate entered and Save and Submit to NSF buttons are boxed in red.

2. To submit an Operations Report for the estimates reporting cycle, you should be prepared to enter your performance data. The screen should resemble Figure 1.
3. Upon completing the estimate, select the **Save** button.
4. Submit the report to NSF by selecting the **Submit to NSF** button at the bottom of the screen. The **Confirm Submission** screen displays (Figure 2).

Confirm Submission - FY 2006

Project Name: **Cornell Electron Storage Ring**

You have selected to submit this Operations report to NSF for review and acceptance. The values you have entered are shown again for your review. Please ensure that this data is accurate before confirming submission. Once this report is submitted, all changes to the information on this report will be auditable. To confirm submission of this report, click on the 'Confirm' button below. To cancel this action, click on the 'Cancel' button.

<p>User Unit Type:</p> <input style="width: 150px; height: 20px;" type="text" value="Hours"/>	<p>User Unit Definition:</p> <div style="border: 1px solid gray; padding: 5px; min-height: 100px;"> <p>We define User Units as hours when CESR is available for users, with no double counting for multiple users. During CESR_c times only the CLEO_c experiment is running. During CHESS operations typically several groups of synchrotron x-ray users run simultaneously. During "Machine Studies" time the facility is used for accelerator physics studies, with MS users being scheduled one group at a time. The User Units include time for filling the rings as well as beam coasting time.</p> </div>
<p>Estimated Allocation:</p> <input style="width: 150px; height: 20px;" type="text" value="10"/>	<p>Explanation of Estimated Allocation:</p> <div style="border: 1px solid gray; padding: 5px; min-height: 80px;"> <p>Describe why 10 hours are estimated for this project.</p> </div>

Figure 2 Confirm Submission Screen for the Estimates Operations Report.

5. You should verify the information contained in the report and choose the **Confirm** button to submit the report to NSF or the **Cancel** button to return to the **Operations Report Detail** screen to edit the report further. When you select the **Confirm** button, the **Submit Success** screen will be displayed as in Figure 3. This indicates that the Operations Report for the estimates reporting cycle has been successfully submitted to NSF. NSF will receive an email notification that a report has been submitted to be reviewed.

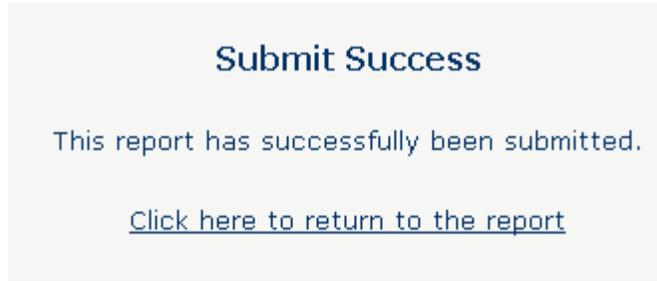


Figure 3 Estimates Operations Report, Submit Success screen.

6. Select the **Click here to return to the report** link to return to the **Operations Report Detail** screen (Figure 4). The Operations Report will be read-only to you during NSF's review.

Operations Report - FY 2006

[Click here to go back to reports list for FY 2006](#)

This report is currently in the **estimates** reporting cycle. This report has been submitted. In order to change any information, you must submit a request to NSF by clicking on the appropriate link at the bottom of the page.

Project Name	Cornell Electron Storage Ring	View Estimates Comments
Estimates Status	Submitted	
Estimates Cycle Status Bar	<div style="display: flex; justify-content: space-around;"><div style="width: 40%; background-color: #c0c0c0; height: 15px;"></div><div style="width: 60%; background-color: #90ee90; height: 15px;"></div></div>	
	Work In Progress Submitted	NSF Reviewing NSF Accepted

User Units

User Unit Type:	User Unit Definition:
<input type="text" value="Hours"/>	<div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;">We define User Units as hours when CESR is available for users, with no double counting for multiple users. During CESR_c times only the CLEO_c experiment is running. During CHES operations typically several groups of synchrotron x-ray users run simultaneously. During "Machine Studies" time the facility is used for accelerator physics studies, with MS users being scheduled one group at a time. The User</div>
Estimated Allocation:	Explanation of Estimated Allocation:
<input type="text" value="10"/>	<div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;">Describe why 10 hours are estimated for this project.</div>

[Click here for Printable View](#)
[To change the estimates for fiscal year 2006, click here](#)

Figure 4 Operations Report Detail screen after Estimates Submission. Sections showing changes are boxed in red.

Upon submission and NSF review, you will be notified by email once NSF accepts the report. If NSF accepts the report, the report is marked "Complete" for the estimates reporting cycle.

Processing a Reopened Estimate

However, if NSF returns the report, you will be notified by email to login into FPRS and resubmit the Estimates Report. You have the capability to access FPRS throughout this process to view the current status of the report on the **Operations Report Detail** screen. The **Facility List** screen will also keep you posted on the current status of your report (Figure 5 shows the reopened status).

Operations Reports		
Project Name	Estimates Status	Actuals Status
Integrated Ocean Drilling Program	Reopened	N/A

Figure 5 Facility List screen for Operations Report showing the Estimate in Reopened Status.

1. To resubmit a returned Estimates Report, access the **Operations Report Detail** screen for the returned report (Figure 6). Notice that the current status is "Reopened" and that the data fields are open for revision.

Operations Report - FY 2006
[Click here to go back to reports list for FY 2006](#)

This report is currently in the **estimates** reporting cycle. This report has been reopened by the Program Officer. This requires you to review the comments posted by the Program Officer and make changes, if necessary. You must then resubmit this report.

Project Name **Integrated Ocean Drilling Program**

Estimates Status **Reopened**
Estimates Cycle
Status Bar

[View Estimates Comments](#)

Work In Progress	Submitted	NSF Reviewing	NSF Accepted
------------------	-----------	---------------	--------------

User Units

User Unit Type: User Unit Definition:

Estimated Allocation: Explanation of Estimated Allocation:

Estimates Submission

To submit the user units estimates for FY 2006, please click on the button below. Once you have submitted this report, any changes will be tracked by the system.

[Click here for Printable View](#)

Figure 6 Estimates Operations Report, Reopened by NSF. The changed sections are enclosed in red boxes. The View Estimates Comments link is circled in red.

2. FPRS provides a mechanism for NSF to comment to you. Select the **View Estimates Comments** link to view NSF comments (Figure 7). A pop-up window displays, containing all comments entered by NSF and you.

Comments for: Integrated Ocean Drilling Program

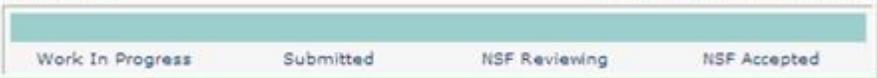
User: XXXXXXXXXX **Role:** PO
Time Entered: Jun 1, 2006 3:07 PM
Comment: This estimate does not appear to include estimates for supervisory personnel.

Figure 7 Estimates Operations Report, NSF Comments displayed.

3. Review your previous submission and revise the relevant data. Once these changes are made, you may either **Save** or **Submit to NSF** exactly as described in submitting the original report. Once NSF accepts the Operations Report estimate, the **Operations Report Detail** screen will be displayed similar to Figure 8.

Operations Report - FY 2006
[Click here to go back to reports list for FY 2006](#)

This report is currently in the **estimates** reporting cycle. This report has been accepted by NSF and is complete.

Project Name **Integrated Ocean Drilling Program**
Estimates Status **Complete** [View Estimates Comments](#)
Estimates Cycle Status Bar 

User Units

User Unit Type: <input type="text" value="sci. party days at sea"/>	User Unit Definition: <input type="text" value="number of scientists and technicians (science party) multiplied by operational days at sea"/>
Estimated Allocation: <input type="text" value="95"/>	Explanation of Estimated Allocation: <input type="text" value="This field will describe the reason 95 days been allocated to respond to the reopened comment"/>

[Click here for Printable View](#)
[To change the estimates for fiscal year 2006, click here](#)

Figure 8 Operations Estimates Report, Complete.

See also:

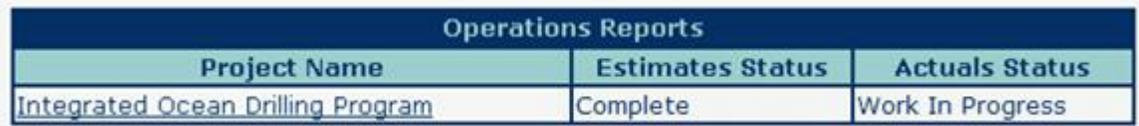
- View an Estimates Operations Report
- Actuals Operations Report

pd_facility_performance

- Performance Data in an Actuals Operations Report
- Submit an Actuals Operations Report
- Resubmit an Operations Report

Actuals Operations Report

Upon FPRS login (see Navigating the FPRS), you will be presented with a list of your reports for a given fiscal year (as seen in Figure 1). FPRS will default to the fiscal year for which data is being collected. Select a Report Name to access the **Operations Report Detail** screen for that report.



Operations Reports		
Project Name	Estimates Status	Actuals Status
Integrated Ocean Drilling Program	Complete	Work In Progress

Figure 1 Facility List screen with Actuals In Progress Status.

View an Actuals Operations Report

You can access the **Operations Report Detail** screen, Figure 2, to view the report details for the actuals reporting cycle.

1. Operations Report header information

Operations Report - FY 2006

[Click here to go back to reports list for FY 2006](#)

This report is currently in the **actuals** reporting cycle. Please enter the actual units the facility was available for use and an explanation for this fiscal year. When complete, submit this report by clicking on the 'Submit to NSF' button below.

Project Name **Integrated Ocean Drilling Program**

Estimates Status **Complete** [View Estimates Comments](#)

Actuals Status **Work In Progress** **2. Project Status** [View Actuals Comments](#)

Actuals Cycle Status Bar

Work In Progress	Submitted	NSF Reviewing	NSF Accepted
------------------	-----------	---------------	--------------

User Units

User Unit Type: sci. party days at sea

User Unit Definition: number of scientists and technicians (science party) multiplied by operational days at sea

3. Estimates Fiscal Year Report section

Estimated Allocation: 95

Explanation of Estimated Allocation: This field will describe the reason 95 days been allocated to respond to the reopened comment

Actual Allocation: 0

Explanation of Actual Allocation:

4. Actuals Fiscal Year Report section

Percent of User Units Lost (as % of Estimated Allocation): N/A

Actuals Submission

To submit the actual user unit allocation for FY 2006, please click on the button below. Once you have submitted this report, any changes will be tracked by the system.

[Click here for Printable View](#)

[To change the estimates for fiscal year 2006, click here](#)

Figure 2 Actuals Operations Report, Work In Progress. The four sections of the report are marked in red. See the explanations below for further information.

There are four sections contained within the **Report Detail** screen for an Actuals Operations Report:

- At the top of the screen, you can view the Operations Report header information describing the current reporting cycle along with instructions.
- The next section presented is the Project Status, listing the *Project Name*, *Estimates Status*, *Actuals Cycle Status Bar*, a **View Estimates Comments** link, and a **View Actuals Comments** link. Each of the View Comments links displays all comments entered by you and the PO for the associated reporting cycle. These links are useful to determine why NSF has returned a report to you.
- Estimates Fiscal Year Report section, displaying the *User Unit Type*, *User Unit Definition*, *Estimated Allocation*, and *Explanation of Estimated Allocation*. These are read-only during the actuals reporting cycle.
- Actuals Fiscal Year Report section, displaying the *Actual Allocation* and *Explanation of Actual Explanation*.

See also:

- View an Estimates Operations Report
- Submit an Estimates Operations Report
- Performance Data in an Actuals Operations Report
- Submit an Actuals Operations Report
- Resubmit an Operations Report

Performance Data in an Actuals Operations Report

The required performance data for an Operations Report for the actuals reporting cycle is as described in Table 1.

Table 1 Operations Report—Actuals Reporting Cycle

Performance Data	Definition
Actual Allocation	The actual number of user units that <i>were available</i> to the users during the federal fiscal year. This field is an integer and is required.
Explanation of Actual Allocation	Provides PI with an opportunity to describe relevant information pertaining to the actuals allocation. It is a text field and is required.

You should already be familiar with the actuals performance data, as the report components have not changed significantly from previous reporting years.

The steps for entering and completing an Operations Report for the actuals reporting cycle are described in [Submit an Actuals Operations Report](#).

See also:

- [View an Estimates Operations Report](#)
- [Actuals Operations Report](#)
- [Submit an Actuals Operations Report](#)
- [Resubmit an Operations Report](#)

Submit an Actuals Operations Report

Email notifications will be distributed to all the PIs required to submit an Operations Report for large facilities projects once the actuals reporting cycle is opened.

1. To submit an Operations Report for the actuals reporting cycle, you must first navigate to the **Operations Report Detail** screen (Figure 1) (see Navigating the FPRS). You will be presented with any and all actions that are applicable to you. The actions available to you are based on the status of the current report (see Workflow).

Operations Report - FY 2006

[Click here to go back to reports list for FY 2006](#)

This report is currently in the **actuals** reporting cycle. Please enter the actual units the facility was available for use and an explanation for this fiscal year. When complete, submit this report by clicking on the 'Submit to NSF' button below.

Project Name	Integrated Ocean Drilling Program					
Estimates Status	Complete	View Estimates Comments				
Actuals Status	Work In Progress	View Actuals Comments				
Actuals Cycle Status Bar	<table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 25%; background-color: #e0f2f1;">Work In Progress</td> <td style="width: 25%;">Submitted</td> <td style="width: 25%;">NSF Reviewing</td> <td style="width: 25%;">NSF Accepted</td> </tr> </table>		Work In Progress	Submitted	NSF Reviewing	NSF Accepted
Work In Progress	Submitted	NSF Reviewing	NSF Accepted			

User Units

<p>User Unit Type:</p> <input type="text" value="sci. party days at sea"/>	<p>User Unit Definition:</p> <div style="border: 1px solid #ccc; padding: 5px;"> number of scientists and technicians (science party) multiplied by operational days at sea </div>
<p>Estimated Allocation:</p> <input type="text" value="95"/>	<p>Explanation of Estimated Allocation:</p> <div style="border: 1px solid #ccc; padding: 5px;"> This field will describe the reason 95 days been allocated to respond to the reopened comment </div>
<p>Actual Allocation:</p> <input type="text" value="0"/>	<p>Explanation of Actual Allocation:</p> <div style="border: 1px solid #ccc; padding: 5px; height: 60px;"> (Empty text area) </div>

Percent of User Units Lost (as % of Estimated Allocation): N/A

Actuals Submission

To submit the actual user unit allocation for FY 2006, please click on the button below. Once you have submitted this report, any changes will be tracked by the system.

[Click here for Printable View](#)

[To change the estimates for fiscal year 2006, click here](#)

Figure 1 Actuals Operations Report, Work In Progress.

2. To submit an Operations Report for the actuals reporting cycle, you should be prepared to enter your performance data. The screen should resemble Figure 1.

3. Upon entering your performance data, you may select the **Save** button to save the report in FPRS. This action does not submit the report. The save action indicates that the report is still a Work In Progress, and you may return to the report to continue working at a later time.
4. Upon completing the report, you should submit the report to NSF by selecting the **Submit to NSF** button at the bottom of the **Operations Report** screen. The submit action will subsequently display the **Confirm Submission** screen (Figure 2).

Confirm Submission - FY 2006

Project Name: **Integrated Ocean Drilling Program**

You have selected to submit this Operations report to NSF for review and acceptance. The values you have entered are shown again for your review. Please ensure that this data is accurate before confirming submission. Once this report is submitted, all changes to the information on this report will be auditable. To confirm submission of this report, click on the 'Confirm' button below. To cancel this action, click on the 'Cancel' button.

Actual Allocation: Explanation of Actual Allocation:

Percent of User Units Lost (as % of Estimated Allocation): 5.3%

Figure 2 Operations Actual Report—Confirm Submission screen.

5. Verify the information contained in the report and choose **Confirm** to submit the report to NSF or **Cancel** to return to the **Operations Report Detail** screen to edit the report further.
6. On the **Confirm Submission** screen (Figure 2), after you select the **Confirm** button, the **Submit Success** screen will be displayed (Figure 3). This indicates that the Operations Report for actuals cycle has been successfully submitted to NSF. NSF will receive an email notification to review.

Submit Success

This report has successfully been submitted.

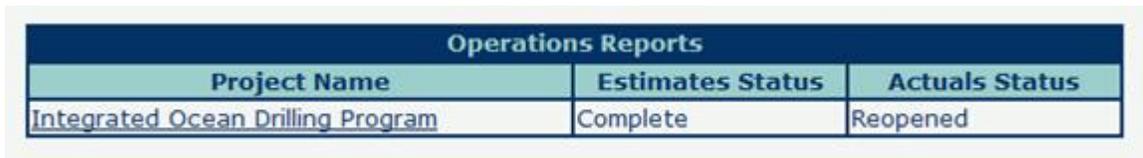
[Click here to return to the report](#)

Figure 3 Actuals Operations Report, Submit Success.

7. Select the **Click here to return to the report** link to return to the report. The Operations Report will be read-only to you during NSF's review.

Upon submission and NSF review, you will be notified by email once NSF accepts the report. If NSF accepts the report, the report is marked "Complete" for the actuals reporting cycle.

However, if NSF returns the report, you will be notified by email to login into FPRS and resubmit the report. You have the capability to access FPRS throughout this process to view the current status of the report on the **Operations Report Detail** screen. The **Facility List** screen will also keep you posted on the current status of your report (Figure 4 shows the reopened status).



Operations Reports		
Project Name	Estimates Status	Actuals Status
Integrated Ocean Drilling Program	Complete	Reopened

Figure 4 Facility List screen with Actuals Reopened Status.

8. To resubmit a returned actuals report, access the **Operations Report Detail** screen for the returned report (Figure 5). The current status is "Reopened" and the actuals data fields are open for revision.

Operations Report - FY 2006
[Click here to go back to reports list for FY 2006](#)

This report is currently in the **actuals** reporting cycle. This report has been reopened by the Program Officer. This requires you to review the comments posted by the Program Officer and make changes, if necessary. You must then resubmit this report.

Project Name **Integrated Ocean Drilling Program**

Estimates Status **Complete**
Actuals Status **Reopened**
Actuals Cycle
Status Bar

[View Estimates Comments](#)
[View Actuals Comments](#)

Work In Progress	Submitted	NSF Reviewing	NSF Accepted
------------------	-----------	---------------	--------------

User Units

User Unit Type: User Unit Definition:

Estimated Allocation: Explanation of Estimated Allocation:

Actual Allocation: Explanation of Actual Allocation:

Percent of User Units Lost (as % of Estimated Allocation): 5.3%

Actuals Submission

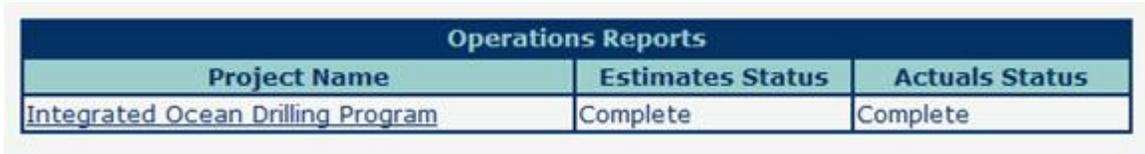
To submit the actual user unit allocation for FY 2006, please click on the button below. Once you have submitted this report, any changes will be tracked by the system.

[Click here for Printable View](#)
[To change the estimates for fiscal year 2006, click here](#)

Figure 5 Actuals Operations Report, Reopened by NSF, as indicated in the items inside the red boxes.

9. FPRS provides a mechanism for NSF to comment to you. Select the **View Actuals Comments** link to view NSF comments. A pop-up window displays containing all comments entered by NSF and you.

10. You should review your previous submission and revise the relevant data. Once these changes are made, you may either **Save** or **Submit to NSF** exactly as described in Step 4 (above). Once NSF accepts the Operations Report, the report status goes to "Complete" (see Figure 6).



Operations Reports		
Project Name	Estimates Status	Actuals Status
Integrated Ocean Drilling Program	Complete	Complete

Figure 6 Facility List screen with Actuals Complete Status.

11. Select the report name and then the **Operations Report Detail** screen will be displayed, Figure 7.

Operations Report - FY 2006

[Click here to go back to reports list for FY 2006](#)

This report is currently in the **actuals** reporting cycle. This report has been accepted by NSF and is complete.

Project Name	Integrated Ocean Drilling Program	
Estimates Status	Complete	View Estimates Comments
Actuals Status	Complete	View Actuals Comments
Actuals Cycle Status Bar		

User Units

User Unit Type:	User Unit Definition:
<input type="text" value="sci. party days at sea"/>	<input type="text" value="number of scientists and technicians (science party) multiplied by operational days at sea"/>
Estimated Allocation:	Explanation of Estimated Allocation:
<input type="text" value="95"/>	<input type="text" value="This field will describe the reason 95 days been allocated to respond to the reopened comment"/>
Actual Allocation:	Explanation of Actual Allocation:
<input type="text" value="91"/>	<input type="text" value="Describe why 92 days were actually used."/>

Percent of User Units Lost (as % of Estimated Allocation): 4.2%

[Click here for Printable View](#)
[To change the actuals for fiscal year 2006, click here](#)
[To change the estimates for fiscal year 2006, click here](#)

Figure 7 Actuals Operations Report, Complete.

See also:

- View an Estimates Operations Report
- Submit an Estimates Operations Report
- Actuals Operations Report
- Performance Data in an Actuals Operations Report
- Resubmit an Operations Report

Resubmit an Operations Report

FPRS is designed to provide you with flexibility in reporting to NSF. Therefore, FPRS gives you the capability to resubmit reports if corrections are required. This ensures that you are always comfortable and confident in the data submitted to NSF. The overarching guidelines defined by NSF are:

- **Guideline 1.** Estimated performance data can be resubmitted during the estimates or actuals reporting cycles, but NSF must accept the changes.
- **Guideline 2.** Actual performance data can be resubmitted during the actuals reporting cycle only. Actual performance data does not exist during the estimates reporting cycle, and therefore, it is not available in FPRS.
- **Guideline 3.** Once the fiscal year is closed for reporting by NSF, the Operations Report is made available as read-only.

FPRS recognizes three types of resubmission conditions that apply to both the estimates and actuals reporting cycles.

- **Reopened:** If you have submitted a report and NSF has returned the report, you have the capability to view NSF comments for revision, revise the report, and resubmit an updated report.
- **Submitted:** If you have submitted a report to NSF and this report has not been reviewed or accepted by NSF, you may resubmit the report with the new values to be accepted by NSF.
- **Under Review or Completed:** If you have submitted a report to NSF and NSF has begun to review or has accepted this report, you may still resubmit the report. FPRS will present NSF with both the new report and the previously accepted report for review. NSF may either accept the new report or accept the prior report.

The first condition, *Reopened*, has been described in detail in [Submit a Reopened Estimates Operations Report](#) and [Submit a Reopened Actuals Operations Report](#) sections. This section focuses on the two remaining conditions, *Submitted* and *Under Review or Completed*. For a more detailed description of each state please refer to [Workflow](#).

Resubmitting a Submitted Operations Report

This section identifies the process a PI would perform to change and resubmit a report that has already been submitted, but has not yet entered the Under Review state. This example follows the resubmission of an Actuals Operations Report. This process would execute exactly the same for an Estimates Operations Report.

You have already submitted an Actuals Operations Report. The report is currently read-only as all the data fields are closed for entry and the status is Submitted. Note this status in the **Facility List screen** (Figure 1).

Construction/Upgrade Reports		
Project Name	Estimates Status	Actuals Status
Scientific Ocean Drilling Vessel	Complete	Submitted

Figure 1 Facility List screen with Actuals Submitted status.

1. To resubmit actuals performance data, select the **To change the actuals for fiscal year nnnn, click here** link at the bottom of the report screen (see Figure 2 for this

item, noted in a red box). Note that there is also a link to change the estimates report as well. Again, this is a component of the flexible design to accommodate NSF Guideline 1 above.

Operations Report - FY 2006

[Click here to go back to reports list for FY 2006](#)

This report is currently in the **actuals** reporting cycle. This report has been submitted. In order to change any information, you must submit a request to NSF by clicking on the appropriate link at the bottom of the page.

Project Name	Integrated Ocean Drilling Program	
Estimates Status	Complete	View Estimates Comments
Actuals Status	Submitted	View Actuals Comments
Actuals Cycle Status Bar	<div style="border: 1px solid black; padding: 5px;"><div style="background-color: #4CAF50; width: 40%; height: 15px; margin-bottom: 5px;"></div><div style="display: flex; justify-content: space-between;">Work In ProgressSubmittedNSF ReviewingNSF Accepted</div></div>	

User Units

User Unit Type:	User Unit Definition:
<input type="text" value="sci. party days at sea"/>	<input type="text" value="number of scientists and technicians (science party) multiplied by operational days at sea"/>
Estimated Allocation:	Explanation of Estimated Allocation:
<input type="text" value="95"/>	<input type="text" value="This field will describe the reason 95 days been allocated to respond to the reopened comment"/>
Actual Allocation:	Explanation of Actual Allocation:
<input type="text" value="92"/>	<input type="text" value="Describe why 92 days were actually used."/>

Percent of User Units Lost (as % of Estimated Allocation): 3.2%

[Click here for Printable View](#)

[To change the actuals for fiscal year 2006, click here](#)

[To change the estimates for fiscal year 2006, click here](#)

Figure 2 Actuals Operations Report, Submitted. The *To change the actuals for fiscal year nnnn, click here* link is boxed in red.

When you select the link, the **Request to Change Actuals** screen is displayed (Figure 3). The existing actuals data is shown and the data fields are open for your modification.

2. You should make the necessary revisions, and resubmit by selecting the **Submit to NSF** button. You will be required to enter a *Reason For Change* in the appropriate text box. This gives you an opportunity to state to NSF why changes are necessary.

Change Actuals

Project Name: **National Center for Atmospheric Research - Scientific Computing Division**
Fiscal Year: **2006**

In order to adjust the actuals, please make changes below and resubmit. You must enter a reason for this change in the 'Reason For Change' box below. All changes are tracked by the system.

Actual Allocation: Explanation of Actual Allocation:

Reason For Change:

Figure 3 Change Actuals screen.

3. When you select the **Submit to NSF** button, the **Confirm Submission** screen (Figure 4), will be displayed. Again, you may continue by selecting the **Confirm** button.

Confirm Submission - FY 2006

Project Name: **Integrated Ocean Drilling Program**

You have selected to submit this Operations report to NSF for review and acceptance. The values you have entered are shown again for your review. Please ensure that this data is accurate before confirming submission. Once this report is submitted, all changes to the information on this report will be auditable. To confirm submission of this report, click on the 'Confirm' button below. To cancel this action, click on the 'Cancel' button.

Actual Allocation: Explanation of Actual Allocation:
 Describe why 92 days were actually used.

Percent of User Units Lost (as % of Estimated Allocation): 4.2%

Reason For Change:
 Review showed that 91 was the correct actual number

Figure 4 Change Actuals Confirm Submission screen.

4. Select the **Confirm** button, to confirm your submission. The **Submit Success** screen (Figure 5) displays indicating that your modifications have been resubmitted to NSF successfully.

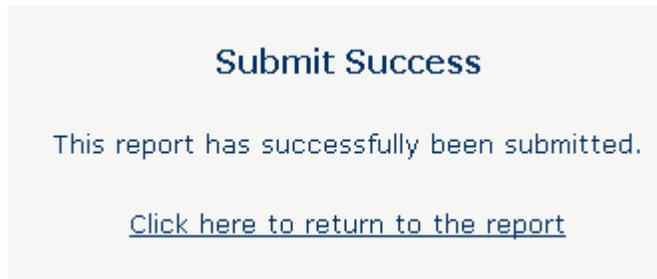


Figure 5 Submit Success.

In this scenario, you have already submitted the Actuals Operations Report and NSF has already begun the review process (Figure 6).

Operations Reports		
Project Name	Estimates Status	Actuals Status
Integrated Ocean Drilling Program	Complete	Under Review

Figure 6 Facility List screen with Actuals Under Review status.

As a result, any resubmission by you will require NSF approval. In this scenario, FPRS will recognize that you have resubmitted a report, and present NSF with the option to accept the new report or to revert to the previously submitted report (which is currently under review). This is different from Resubmitting a Submitted Operations Report where the modifications were made available instantly because NSF had not begun the report review.

1. The report is currently read-only as the status is Under Review. To resubmit actuals performance data, select the **To change the actuals for fiscal year *nnnn*, click here** link at the bottom of the screen (see Figure 2). Note that there is also a link to change the estimates report as well. Again, this is a component of the flexible design to accommodate NSF Guideline 1. The Actuals Operations Report with an Under Review status (Figure 7) displays.

Operations Report - FY 2006

[Click here to go back to reports list for FY 2006](#)

This report is currently in the **actuals** reporting cycle. This report has been submitted. In order to change any information, you must submit a request to NSF by clicking on the appropriate link at the bottom of the page.

Project Name	Integrated Ocean Drilling Program	
Estimates Status	Complete	View Estimates Comments
Actuals Status	Under Review	View Actuals Comments
Actuals Cycle Status Bar	<div style="border: 1px solid gray; padding: 5px;"> <div style="background-color: #c8e6c9; height: 15px; width: 60%;"></div> <div style="display: flex; justify-content: space-between; font-size: 8px; margin-top: 5px;"> Work In Progress Submitted NSF Reviewing NSF Accepted </div> </div>	

User Units

<p>User Unit Type:</p> <input style="width: 90%;" type="text" value="sci. party days at sea"/>	<p>User Unit Definition:</p> <div style="border: 1px solid gray; padding: 5px; min-height: 60px;"> number of scientists and technicians (science party) multiplied by operational days at sea </div>
<p>Estimated Allocation:</p> <input style="width: 90%;" type="text" value="95"/>	<p>Explanation of Estimated Allocation:</p> <div style="border: 1px solid gray; padding: 5px; min-height: 60px;"> This field will describe the reason 95 days been allocated to respond to the reopened comment </div>
<p>Actual Allocation:</p> <input style="width: 90%;" type="text" value="94"/>	<p>Explanation of Actual Allocation:</p> <div style="border: 1px solid gray; padding: 5px; min-height: 60px;"> Describe why 92 days were actually used. </div>

Percent of User Units Lost (as % of Estimated Allocation): 1.1%

Figure 7 Actuals Operations Report, Under Review, as shown in material inside red box.

When you select the link, the **Request to Change Actuals** screen is displayed (Figure 8). The existing actuals data is shown and the data fields are open for modification by the PI. You should make the necessary revisions, and resubmit by selecting the **Submit to NSF** button. You will be required to enter a *Reason For Change* in the appropriate text box. This gives you an opportunity to state to NSF why changes are necessary.

Change Actuals

Project Name: **Integrated Ocean Drilling Program**
Fiscal Year: **2006**

The actuals for this facility performance report have been submitted and accepted. In order to change the actuals, you must petition the Program Officer, using the form below. All changes are tracked by the system.

Actual Allocation: Explanation of Actual Allocation:

Reason For Change:

Figure 8 Actuals Operations Report, Change Actuals screen.

2. You should make the necessary revisions, and resubmit by selecting the **Submit to NSF** button. You will be required to enter a *Reason For Change* in the appropriate text box. This gives you an opportunity to state to NSF why changes are necessary. You also can **Cancel** this request, leaving the submitted report unchanged. After you select the **Submit to NSF** button, the **Confirm Submission** screen (Figure 9) will be displayed.

Confirm Submission - FY 2006

Project Name: **Integrated Ocean Drilling Program**

You have selected to submit this Operations report to NSF for review and acceptance. The values you have entered are shown again for your review. Please ensure that this data is accurate before confirming submission. Once this report is submitted, all changes to the information on this report will be auditable. To confirm submission of this report, click on the 'Confirm' button below. To cancel this action, click on the 'Cancel' button.

Actual Allocation: Explanation of Actual Allocation:

Percent of User Units Lost (as % of Estimated Allocation): 1.1%

Reason For Change:

Figure 9 Change Actuals Confirm Submission screen.

3. Select the **Confirm** button to submit the request to change the actuals data. The **Submit Success** screen (Figure 10) will be displayed, indicating that your modifications have been successfully resubmitted to NSF.

Submit Success

This report has successfully been submitted.

[Click here to return to the report](#)

Figure 10 Submit Success screen.

4. From the **Submit Success** screen, select the **Click here to return to the report** link to view the report. The **Operations Report Detail** screen will be displayed, Figure 11.

Operations Report - FY 2006

[Click here to go back to reports list for FY 2006](#)

This report is currently in the **actuals** reporting cycle. This report has been resubmitted after acceptance. To view your resubmitted values, click on the link at the bottom of this page.

Project Name	Integrated Ocean Drilling Program	
Estimates Status	Complete	View Estimates Comments
Actuals Status	Resubmitted by PI	View Actuals Comments
Actuals Cycle Status Bar	<div style="border: 1px solid black; padding: 2px;"> <div style="background-color: #4CAF50; width: 30%; height: 15px; margin-bottom: 2px;"></div> <div style="display: flex; justify-content: space-between; font-size: 0.8em;"> Work In Progress Submitted NSF Reviewing NSF Accepted </div> </div>	

User Units

<p>User Unit Type:</p> <input style="width: 90%;" type="text" value="sci. party days at sea"/>	<p>User Unit Definition:</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 60px;"> number of scientists and technicians (science party) multiplied by operational days at sea </div>
<p>Estimated Allocation:</p> <input style="width: 90%;" type="text" value="95"/>	<p>Explanation of Estimated Allocation:</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 60px;"> This field will describe the reason 95 days been allocated to respond to the reopened comment </div>
<p>Actual Allocation:</p> <input style="width: 90%;" type="text" value="91"/>	<p>Explanation of Actual Allocation:</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 60px;"> Describe why 92 days were actually used. </div>

Percent of User Units Lost (as % of Estimated Allocation): 4.2%

[Click here for Printable View](#)

[To view the resubmitted actuals for fiscal year 2006, click here](#)

[To change the estimates for fiscal year 2006, click here](#)

Figure 11 Actuals Operations Report, Resubmitted by PI, as indicated by material inside red box.

5. The new actuals report status is Resubmitted by PI, and the newly submitted values are not shown in this report—only the prior values are there because the new report is awaiting NSF review and acceptance. Notice that the **To change the actuals for fiscal year nnnn, click here** link is removed and is replaced with the link **To view the resubmitted actuals for fiscal year nnnn, click here**. Select this link, Figure 12, to view your report submission. Notice that you still have an option to **Cancel** the resubmission, if desired.

The new actuals report status is **Resubmitted by PI**, and the newly submitted values are not shown in this report only the prior values are there because the new report is

awaiting NSF review and acceptance. Notice that the **To change the actuals for fiscal year nnnn, click here** link is removed and is replaced with the link **To view the resubmitted actuals for fiscal year nnnn, click here**. Select this link on Figure 11 to view your report submission. The **Change Actuals** screen (Figure 12) displays. Notice that you still have an option to **Cancel** the resubmission, if desired.

Change Actuals

Project Name: **Integrated Ocean Drilling Program**
Fiscal Year: **2006**

The actuals for this facility performance report have been submitted and accepted. In order to change the actuals, you must petition the Program Officer, using the form below. All changes are tracked by the system.

Actual Allocation: Explanation of Actual Allocation:

Reason For Change:

Figure 12 Actuals Operations Report, view Change Actuals screen.

The report resubmission is now awaiting NSF review. NSF will be notified of the resubmission and may either accept the new report or revert to the previous report.

See also:

- [View an Estimates Operations Report](#)
- [Submit an Estimates Operations Report](#)
- [Actuals Operations Report](#)
- [Performance Data in an Actuals Operations Report](#)
- [Submit an Actuals Operations Report](#)

Construction/Upgrade

Construction/Upgrade Report

The second type of report for the FPRS reporting process is the Construction/Upgrade Report. Like the Operations Report, there are two separate submission periods, one for estimates and one for actuals. The primary data elements for Construction/Upgrade Reports are total dollars spent to date and earned value to date. Although this data is captured annually, you must remember that the data you are reporting is cumulative for the entire project as of the current fiscal year.

The Construction/Upgrade Report compares the *Planned Value* at the beginning of the fiscal year during the estimates reporting cycle with the *Earned Value* and *Actual Cost* at the end of the fiscal year during the actuals reporting cycle. In addition, the Construction/Upgrade Report will have an overall Project Baseline Description defined for the project.

This section details the actions that you perform on a Construction/Upgrade Report and the steps that you must take to view, save, submit, and resubmit estimates and actuals performance data for a Construction/Upgrade Report.

Components of a Construction Report

As of FY 2003, NSF's GPRA goal for construction projects utilizes Earned Value Management (EVM) as a measure of cost and schedule progress (Figure 1). For a more detailed explanation of how to report EVM, please refer to Earned Value Management for a Construction Report.

Components of a Construction Report

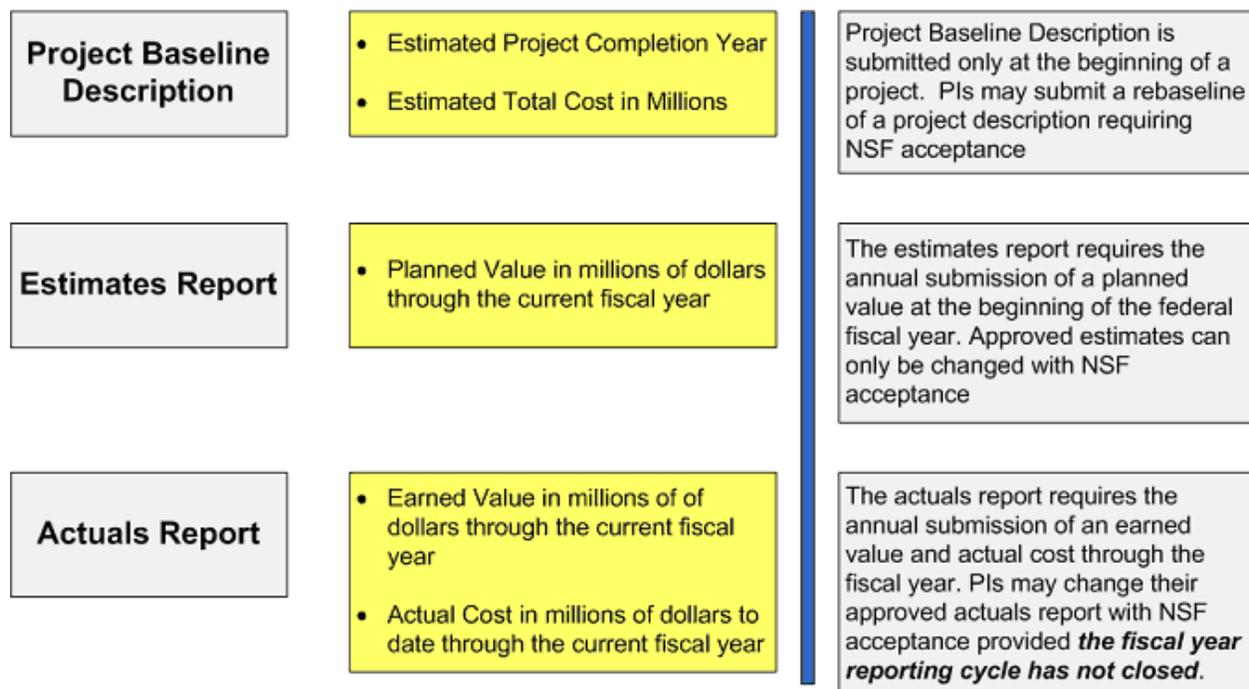


Figure 1 Components of a Construction Report.

Since most large facilities construction/upgrade projects span multiple years, FPRS requires the reporting of estimate and actual data based on cumulative progress as years are added. For this reason, each value must be greater than or equal to the prior year's value. For example, if the actual cost of a project is \$2M at the end of the first fiscal year, \$2M should be entered into the *Actual Cost* data field. If in the second year only \$1M was actually expended, then the amount to be entered into the *Actual Cost* for the second year should be \$3M, not \$1M. Estimates and actuals reporting requires the cumulative calculation of reporting the total amount for all prior fiscal years plus the amount of the current fiscal year.

See also:

- View Construction/Upgrade Report
- Construction/Upgrade Report Data
- Construction/Upgrade Report Baseline
- Submit a Construction/Upgrade Report Baseline for the First Year
- Construction/Upgrade Report Estimates Report
- Submit the Construction/Upgrade Report Estimate
- Submit a Construction Upgrade Estimates Report for the Second and Subsequent Year
- Construction/Upgrade Report Actuals Report
- Resubmit a Construction/Upgrade Report
- Resubmit a "Submitted" Construction/Upgrade Report
- Resubmit an "Under Review" or "Complete" Construction/ Upgrade Report

See also:

- Introduction to the NSF Facility Performance Reporting System
- Operations Reports
- Earned Value Management for a Construction Report

Construction/Upgrade Report Data

The primary data elements for Construction/Upgrade Reports are total dollars spent to date and earned value to date.

Construction/Upgrade Report Baseline Data

The Construction/Upgrade Report requires two data fields that must be entered by you to define the Project Baseline Description:

- **Estimated Project Completion Year.** Represents the estimated federal fiscal year in which the project is scheduled to be completed; and
- **Estimated Total Cost.** Represents the estimated total project cost in million of dollars.

Construction/Upgrade Report Estimates Data

The Construction/Upgrade Report contains one data field that must be entered by you during the estimates reporting cycle:

- **Planned Value.** Planned Value is also known as the Budgeted Cost of Work Scheduled (BCWS) and represents the estimated value (in million of dollars) of the work to be accomplished as scheduled by the project through the federal fiscal year. This integer data field is required. FPRS will accept decimals but will round to the nearest dollar.

Construction/Upgrade Report Actuals Data

The Construction/Upgrade Report contains two data fields that must be entered by you, both of which are required:

- **Earned Value.** Earned Value is also known as the Budgeted Cost of Work Performed (BCWP) and represents the planned costs (in millions of dollars) of the work allocated to the activities completed (or portions of activities) through the federal fiscal year. It measures progress against the plan. This integer data field is required. FPRS will accept decimals but will round to the nearest dollar.
- **Actual Cost.** The Actual Cost of the progress made, also known as the Actual Cost of Work Performed (ACWP), represents the costs (in millions of dollars) actually incurred in accomplishing the work performed through the federal fiscal year. The actual costs of the work are charged against the activities completed (or portions of activities). This integer data field is required. FPRS will accept decimals but will round to the nearest dollar.

See also:

- Construction/Upgrade Report
- View Construction/Upgrade Report
- Construction/Upgrade Report Baseline
- Submit a Construction/Upgrade Report Baseline for the First Year
- Construction/Upgrade Report Estimates Report
- Submit the Construction/Upgrade Report Estimate
- Submit a Construction Upgrade Estimates Report for the Second and Subsequent Year
- Construction/Upgrade Report Actuals Report
- Resubmit a Construction/Upgrade Report
- Resubmit a "Submitted" Construction/Upgrade Report
- Resubmit an "Under Review" or "Complete" Construction/Upgrade Report

View Construction/Upgrade Report

Upon FPRS log-in (see Navigating the FPRS) you will be presented with a list of your specific Construction/Upgrade Reports for a given fiscal year as in Figure 1. FPRS will automatically default to the current fiscal year. You may change the fiscal year by selecting the *Select Fiscal Year* drop-down list. This action will display the available project reports for that fiscal year.

Facility Performance Reports for FY 2006

Select Fiscal Year

2006 ▼

Below are the GPRA facilities reports required for your projects for FY 2006. It is currently the **Actuals** reporting cycle for this fiscal year. To edit or view the details for a report, click on the project name below. To view reports for a different fiscal year, select the year from the list on the left

Operations Reports		
Project Name	Estimates Status	Actuals Status
Integrated Ocean Drilling Program	Work In Progress	Work In Progress

Construction/Upgrade Reports		
Project Name	Estimates Status	Actuals Status
Scientific Ocean Drilling Vessel	Work In Progress	Work In Progress

Figure 1 Facility List screen. The Construction/Upgrade Reports item is encircled in red.

If you are required to report on operations and construction/upgrade activities, both reports will be accessible from the Facility List screen. Each report will list the project name and the current workflow state of the estimates and actuals reporting cycles in the columns titled, *Estimates Status* and *Actual Status*. For a detailed description of each status, please refer to Workflow.

To view the details of a Construction/Upgrade Report, select the Project Name. This action will display the **Report Detail** screen.

See also:

- Construction/Upgrade Report
- Construction/Upgrade Report Data
- Construction/Upgrade Report Baseline
- Submit a Construction/Upgrade Baseline for the First Year

- Construction/Upgrade Estimates Report
- Submit the Construction/Upgrade Estimate
- Submit a Construction Upgrade Estimates Report for the Second and Subsequent Year
- Construction/Upgrade Actuals Report
- Resubmit a Construction/Upgrade Report
- Resubmit a "Submitted" Construction/Upgrade Report
- Resubmit an "Under Review" or "Complete" Construction/ Upgrade Report

Construction/Upgrade Report Baseline

This section describes submitting a Construction/Upgrade Report for the estimates reporting cycle in the first year, requiring a Project Baseline Description. The next section describes completing a Construction/Upgrade Report for the estimates reporting cycle in subsequent years.

To submit a Construction/Upgrade Report baseline, navigate to the **Construction/Upgrade Report Detail** screen by selecting the *Project Name* located on the **Facility List** screen as described in [View Construction/Upgrade Report](#).

See also:

- Construction/Upgrade Report
- View Construction/Upgrade Report
- Construction/Upgrade Report Data
- Submit a Construction/Upgrade Baseline for the First Year
- Construction/Upgrade Estimates Report
- Submit the Construction/Upgrade Estimate
- Submit a Construction Upgrade Estimates Report for the Second and Subsequent Year
- Construction/Upgrade Actuals Report
- Resubmit a Construction/Upgrade Report
- Resubmit a "Submitted" Construction/Upgrade Report
- Resubmit an "Under Review" or "Complete" Construction/ Upgrade Report

Submit a Construction/Upgrade Baseline for the First Year

Each Construction/Upgrade Report will have a Project Baseline Description defined for the project. This baseline data is submitted at the beginning of a project. The project baseline contains two data fields—Estimated Total Cost of Project and the Estimated Project Completion Year—and is submitted to NSF during the estimates reporting cycle of the first fiscal year the project is required to report. You will submit your project baseline description, which will be electronically routed according the same workflow as the estimates and actual reports (i.e., submission by PI, approval by NSF). Once approved, this baseline represents a high-level description of the project.

If, during the lifespan of the project, it is determined that the project baseline needs to be modified, you can request to submit a rebaseline of the project. If accepted by NSF, the project baseline data will be updated to reflect changes in the project. For example, the project duration increases from 5 to 7 years.

Once the estimates reporting cycle is opened for a fiscal year, you are required to access FPRS to submit your estimates for your projects in the current fiscal year. In the first year of Construction/Upgrade Reports in the estimates reporting cycle, you will be required to submit both the Project Baseline Description and the Planned Value.

Figure 1 depicts a Construction/Upgrade Report that requires the Project Baseline Description and Estimates Report.

Construction Report - FY 2006

[Click here to go back to reports list for FY 2006](#)

This report is currently in the estimates reporting cycle. First you must complete the project baseline description and submit the project baseline description to NSF for review. Then define the planned value (in millions of dollars) for the estimates through this fiscal year. When complete, you must then submit the estimates report to NSF using the submission button at the bottom of this page. The planned value is cumulative and therefore includes data for all years through this fiscal year. Both the project baseline description and the estimates report must be submitted.

Project Name **Scientific Ocean Drilling Vessel**
 Estimates Status **Work In Progress** [View Estimates Comments](#)
 Estimates Cycle
 Status Bar

Work In Progress	Submitted	NSF Reviewing	NSF Accepted
------------------	-----------	---------------	--------------

Current Project Baseline Description		History	Update Project Baseline
Current Profile Acceptance Date	Work In Progress		
Estimated Project Completion Year	2007		
Estimated Total Cost (in Millions)	115.0		

Project Baseline Submission

To submit the Estimated Project Completion Year and Estimated Total Cost, please click on the button below. Once you have submitted this report, any changes will be tracked by the system.

Annual Reports

Fiscal Year	<u>Planned Value (PV)</u> <small>(in currently approved project plan) (\$ in Mil.) (Project thru FY)</small>	<u>Actual Cost (AC)</u> <small>(\$ in Mil.) (Project thru FY)</small>	<u>Earned Value (EV)</u> <small>(\$ in Mil.) (Project thru FY)</small>	<u>Cost Variance</u> <small>as a percent of Project Plan</small>	<u>Schedule Variance</u> <small>as a percent of Project Plan</small>
	2006	<input type="text" value="0.0"/>			

[View Explanation](#)

Planned Value Explanation:

Estimates Submission

To submit the Planned Value through FY 2006, please enter the planned value using the estimates worksheet, and click on the submit button below. Once you have submitted this report, any changes will be tracked by the system.

[Click here for Printable View](#)

Figure 1 Construction/Upgrade Report: Annual Estimates Report and Project Baseline Description. The *Submit to NSF* button for the project baseline submission is circled in red.

1. You must first navigate to the **Construction/Upgrade Report Detail** screen (Figure 1) (see Navigating the FPRS). Then, enter the project completion date in the *Estimated Project Completion Year* data field. This date should represent the federal fiscal year in which the project is expected to be completed. The field should be entered in a four-digit format (i.e., "2006"). Next, enter a dollar amount in the *Estimated Total Cost* data field.
2. Once you are satisfied with this data entry, select the **Submit to NSF** button. Be careful to not confuse this button with the same name in the *Estimates Report* section (see Figure 1). When you select the **Submit to NSF** button, the **Confirm Submission** screen will be displayed as in Figure 2.

Confirm Submission - FY 2006

Project Name: **EarthScope**

You have selected to submit your Project Baseline Description to NSF for review and acceptance. The values you have entered are shown again here for your review. Please ensure that this data is accurate before submission. Once these data are submitted, all changes will be auditable. To confirm submission, click on the 'Confirm' button below. To cancel this action, click on the 'Cancel' button.

Estimated Project Completion Year:

Reason For Change:

Figure 2 Confirm Submission of Project Baseline Description.

3. Select either the **Submit** button to confirm your submission. The **Submit Success** screen (Figure 3) will be displayed, indicating that your baseline has been submitted successfully.

Submit Success

This report has successfully been submitted.

[Click here to return to the report](#)

Figure 3 Submit Success screen.

4. Upon submission, NSF will be notified to begin reviewing the Project Baseline Description. Select the **Click here to return to the report** link to return to the **Construction/Upgrade Report Detail** screen. Your submission will be read-only while NSF is reviewing the report.

Resubmitting a Reopened Baseline

A notification via email will be sent to you once NSF has accepted the Project Baseline Description. If the Project Baseline Description is returned to you, a notification via email will be sent to you. You will be required to log into FPRS to view the status of the submission on the **Construction/Upgrade Report Detail** screen. Please refer to [View Construction/Upgrade Report](#).

You must first navigate to the **Construction/Upgrade Report Detail** screen (Figure 4) (see Navigating the FPRS). In Figure 4, NSF returned the Project Baseline Description to you for further action. Notice that the status is "Reopened" and that the data fields are open for editing and resubmitting to NSF.

Construction Report - FY 2006
[Click here to go back to reports list for FY 2006](#)

This report is currently in the **actuals** reporting cycle. Please enter the earned value and actual cost through this fiscal year. You must use the Actuals Worksheet to calculate the earned value and actual cost. When complete, submit the actuals report to NSF for review. The earned value and actual cost are cumulative and therefore include data for all years through the end of this fiscal year.

Estimates Report: This report also has an in-progress estimates report. Define the planned value (in millions of dollars) through this fiscal year below. You must use the Estimates Worksheet to calculate the Planned Value. When complete, you must submit the estimates report to NSF using the submission button at the bottom of this page. The planned value is cumulative and therefore includes data for all years through the end of this fiscal year.

Project Name **EarthScope**
Estimates Status **Work In Progress** [View Estimates Comments](#)
Actuals Status **Work In Progress** [View Actuals Comments](#)
Actuals Cycle Status Bar

<div style="background-color: #4CAF50; height: 15px; width: 100%;"></div>			
Work In Progress	Submitted	NSF Reviewing	NSF Accepted

Current Project Baseline Description [View Baseline Comments](#)

Project Baseline Acceptance Status **Reopened**

Estimated Project Completion Year

Estimated Total Cost (in Millions)

Project Baseline Submission

To submit the Estimated Project Completion Year and Estimated Total Cost, please click on the button below. Once you have submitted this report, any changes will be tracked by the system.

Figure 4 Construction/Upgrade Report: Current Project Baseline Description. The Baseline has been rejected by NSF. Note that the baseline status is Reopened (in the red box).

1. To view the comments about why the report has been returned to you, select the **View Baseline Comments** link (in the red box on Figure 4). This action will display a new window, Figure 5, containing comments that have been entered by NSF.

Comments for: EarthScope	
User:	RCoyne@sl.noaa.gov
Time Entered:	Jun 16, 2006 1:47 PM
Role:	PO
Comment:	Explain why baseline change has been returned.

Figure 5 C/U Estimates Report—Baseline Comments

2. Upon review of NSF comments, you may or may not modify the data. If you are confident that the Project Baseline Description is accurate, select the **Submit to NSF** button (Figure 4) without edits.
3. If you determine that changes are necessary, the Project Baseline Description should be resubmitted. You should enter the modified data and select the **Submit to NSF** button. Upon NSF acceptance, the **Construction/Upgrade Report Detail** screen will resemble Figure 6. Notice that the *Current Profile Acceptance Date* is populated with the date that NSF accepted the report.

Construction Report - FY 2006

[Click here to go back to reports list for FY 2006](#)

This report is currently in the **estimates** reporting cycle. Define the planned value (in millions of dollars) through this fiscal year below. You must use the Estimates Worksheet to calculate the Planned Value. When complete, you must submit the estimates report to NSF using the submission button at the bottom of this page. The planned value is cumulative and therefore includes data for all years through the end of this fiscal year.

Project Name **Scientific Ocean Drilling Vessel**

Estimates Status **Work In Progress**

[View Estimates Comments](#)

Estimates Cycle
Status Bar

Work In Progress Submitted NSF Reviewing NSF Accepted

Current Project Baseline Description

[History](#) [Update Project Baseline](#)

Current Profile Acceptance Date **Jun 24, 2005**
 Estimated Project Completion Year **2007**
 Estimated Total Cost (in Millions) **115.0**

Annual Reports

Fiscal Year	Planned Value (PV) (in currently approved project plan) (\$ in Mil.) (Project thru FY)	Actual Cost (AC) (\$ in Mil.) (Project thru FY)	Earned Value (EV) (\$ in Mil.) (Project thru FY)	Cost Variance as a percent of Project Plan	Schedule Variance as a percent of Project Plan	View Explanation
2005	2.49	0.85	0.84	-1.2%	-66.3%	
2006	<input type="text" value="3.64"/>					

Planned Value Explanation:

The Science System integration is expected to be 65% completed in FY2006.

Save Estimates

Open Estimates Worksheet

Estimates Submission

To submit the Planned Value through FY 2006, please enter the planned value using the estimates worksheet, and click on the submit button below. Once you have submitted this report, any changes will be tracked by the system.

Submit To NSF

[Click here for Printable View](#)

Figure 6 Construction/Upgrade Report: Annual Estimates Report. Project Baseline Description in red box; Baseline Description Complete.

Rebaseline Project Baseline Description

This section identifies the process you perform to change and resubmit a Project Baseline Description that has already been submitted, but has not yet entered the "Under Review" state. This example follows the resubmission of an Estimates Construction/Upgrade Report. This process would execute exactly the same as for an Actuals Construction/Upgrade Report.

Similar to the Construction/Upgrade Report for the estimates and actuals reporting cycle, you may also request to rebaseline the Project Baseline Description, if necessary. The distinction is that the estimates and actuals data are submitted through the current fiscal year, while the Project Baseline Description represents the entire project through the final fiscal year of the project. The process for changing the Project Baseline Description is referred to as *rebaselining*. You may choose to rebaseline during the estimates and actuals reporting cycles.

You must first navigate to the **Construction/Upgrade Report Detail** screen (Figure 7) (see Navigating the FPRS). In Figure 7, the report is currently in the estimates reporting cycle for FY 2006, the second reporting year for this project. Please note that this estimates report has been submitted.

Construction Report - FY 2006

[Click here to go back to reports list for FY 2006](#)

This report is currently in the **estimates** reporting cycle. This report has been submitted. In order to change any information, you must submit a request to NSF by clicking on the appropriate link at the bottom of the page.

Project Name **Scientific Ocean Drilling Vessel**
 Estimates Status **Submitted** [View Estimates Comments](#)
 Estimates Cycle
 Status Bar

Work In Progress	Submitted	NSF Reviewing	NSF Accepted
------------------	-----------	---------------	--------------

Current Project Baseline Description	History	Update Project Baseline
Current Profile Acceptance Date	Jun 24, 2005	
Estimated Project Completion Year	2007	
Estimated Total Cost (in Millions)	115.0	

Annual Reports

Fiscal Year	<u>Planned Value (PV)</u> <small>(in currently approved project plan) (\$ in Mil.) (Project thru FY)</small>	<u>Actual Cost (AC)</u> <small>(\$ in Mil.) (Project thru FY)</small>	<u>Earned Value (EV)</u> <small>(\$ in Mil.) (Project thru FY)</small>	<u>Cost Variance</u> <small>as a percent of Project Plan</small>	<u>Schedule Variance</u> <small>as a percent of Project Plan</small>	View Explanation
2005	2.49	0.85	0.84	-1.2%	-66.3%	
2006	3.64					

[View Estimates Worksheet](#)

Planned Value Explanation:

The Science System integration is expected to be 65% completed in FY2006.

[Click here for Printable View](#)

[To change the estimates for fiscal year 2006, click here](#)

Figure 7 Estimates C/U Report, 2nd Year Submitted. The *Update Project Baseline* link is circled in red.

1. To rebaseline, select the **Update Project Baseline** link on the *Current Project Baseline Description* header (Figure 7). When you select the link, the **Change Project Baseline** screen is displayed (Figure 8). The existing baseline data is shown and the data fields are open for your modification.

Change Project Baseline

This page enables you to update the project baseline description for your project. The current project baseline remains in effect until the updated values are accepted by NSF. All changes are tracked by the system.

Current Project Baseline Description	
Current Profile Acceptance Date	Jun 24, 2005
Estimated Project Completion Year	2007
Estimated Total Cost (in Millions)	115.0

Estimated Project Completion Year:

Reason For Change:

Estimated Total Cost (in Millions):

Reason For Change:

Contractor indicates that costs are higher than initially expected.

Figure 8 C/U Report, Change Project Baseline screen.

2. You should make the necessary revisions, and resubmit by selecting the **Submit to NSF** button (Figure 8). You will be required to enter a *Reason For Change* in the appropriate text box.
3. From the **Change Project Baseline** screen, you can select **Submit to NSF** to submit the rebaseline request. Selecting the **Submit to NSF** will bring you to the **Confirm Submission** screen (Figure 9).

Confirm Submission - FY 2006

Project Name: **Replacement Human Occupied Vehicle: A Phased Engineering Program to Build a New 6500-M Research Submersible**

You have selected to submit your Project Baseline Description to NSF for review and acceptance. The values you have entered are shown again here for your review. Please ensure that this data is accurate before submission. Once these data are submitted, all changes will be auditable. To confirm submission, click on the 'Confirm' button below. To cancel this action, click on the 'Cancel' button.

Estimated Project Completion Year: Reason For Change:

Estimated Total Cost (in Millions): Reason For Change:

Figure 9 C/U Report, Confirm Submission of Project Rebaseline.

- Again, you may continue by selecting the **Confirm** button. By choosing to **Confirm**, you will submit the rebaseline request NSF and the **Submit Success** screen will appear (Figure 10). Upon submission, NSF has received an email notification to review the request. You will receive a notification once NSF has accepted the request.

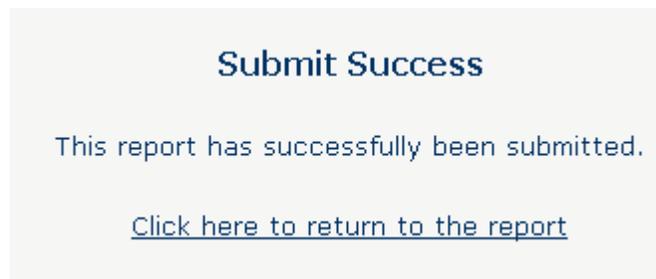


Figure 10 C/U Report, Submit Success.

- Select the **Click here to return to the report** link. The Construction/Upgrade Report Detail screen displays (Figure 11). You will see the project baseline has changed to a status of *Resubmitted by PI*. However, the project baseline values that are shown are the previously accepted values.

Construction Report - FY 2006

[Click here to go back to reports list for FY 2006](#)

This report is currently in the **actuals** reporting cycle. Please enter the earned value and actual cost through this fiscal year. You must use the Actuals Worksheet to calculate the earned value and actual cost. When complete, submit the actuals report to NSF for review. The earned value and actual cost are cumulative and therefore include data for all years through the end of this fiscal year.

Estimates Report: This report also has an in-progress estimates report. Define the planned value (in millions of dollars) through this fiscal year below. You must use the Estimates Worksheet to calculate the Planned Value. When complete, you must submit the estimates report to NSF using the submission button at the bottom of this page. The planned value is cumulative and therefore includes data for all years through the end of this fiscal year.

Project Name **EarthScope**
 Estimates Status **Work In Progress** [View Estimates Comments](#)
 Actuals Status **Work In Progress** [View Actuals Comments](#)
 Actuals Cycle Status Bar

Work In Progress	Submitted	NSF Reviewing	NSF Accepted
------------------	-----------	---------------	--------------

Current Project Baseline Description	History	Update Project Baseline
Project Baseline Acceptance Status	Resubmitted by PI	
Estimated Project Completion Year	2008	
Estimated Total Cost (in Millions)	197.4	

Figure 11 C/U Report, Resubmitted Baseline Values. The *Update Project Baseline* link is circled in red.

- To view your newly submitted values, select the **Update Project Baseline** link (Figure 11). This will bring you to the **Change Project Baseline** screen (Figure 12). Here your rebaseline values are shown.

Change Project Baseline

This page enables you to update the project baseline description for your project. The current project baseline remains in effect until the updated values are accepted by NSF. All changes are tracked by the system.

Current Project Baseline Description	
Current Profile Acceptance Date	Jun 29, 2005
Estimated Project Completion Year	2009
Estimated Total Cost (in Millions)	21.6

Estimated Project Completion Year: <input style="width: 90%;" type="text" value="2009"/>	Reason For Change: <div style="border: 1px solid #ccc; height: 60px; width: 100%;"></div>
Estimated Total Cost (in Millions): <input style="width: 90%;" type="text" value="21.6"/>	Reason For Change: <div style="border: 1px solid #ccc; height: 60px; width: 100%;"></div>

Figure 12 C/U Report, view Change Project Baseline screen.

7. To also view the history of updates to the Project Baseline Description, select the **View History** link on the Project Baseline Description detail screen (Figure 11). The history screen (Figure 13) displays the project baseline as it has evolved over the history of the project.

Construction Report - FY 2006

[Click here to go back to reports list for FY 2006](#)

This page details the changes that have occurred to the project baseline description over the lifespan of this Construction/Upgrade Project.

Project Baseline Description Version 1	
Current Profile Acceptance Date	Jun 29, 2005
Estimated Project Completion Year	2009
Estimated Total Cost (in Millions)	21.6

Annual Reports

Fiscal Year	Planned Value (PV) (in currently approved project plan) (\$ in Mil.) (Project thru FY)	Actual Cost (AC) (\$ in Mil.) (Project thru FY)	Earned Value (EV) (\$ in Mil.) (Project thru FY)	Cost Variance as a percent of Project Plan	Schedule Variance as a percent of Project Plan
2005	0.42	0.17	0.29	41.4%	-31%

Project Baseline Description Version 2	
Current Profile Acceptance Date	Jun 15, 2006
Estimated Project Completion Year	2010
Estimated Total Cost (in Millions)	25.6

Annual Reports

Fiscal Year	Planned Value (PV) (in currently approved project plan) (\$ in Mil.) (Project thru FY)	Actual Cost (AC) (\$ in Mil.) (Project thru FY)	Earned Value (EV) (\$ in Mil.) (Project thru FY)	Cost Variance as a percent of Project Plan	Schedule Variance as a percent of Project Plan
2006	1.41	6.45	5.33	-21%	278%

Figure 13 C/U Report, View Baseline History screen.

See also:

- Construction/Upgrade Report
- View Construction/Upgrade Report
- Construction/Upgrade Report Data
- Construction/Upgrade Report Baseline

Submit a Construction/Upgrade Baseline for the First Year

- Construction/Upgrade Estimates Report
- Submit the Construction/Upgrade Estimate
- Submit a Construction Upgrade Estimates Report for the Second and Subsequent Year
- Construction/Upgrade Actuals Report
- Resubmit a Construction/Upgrade Report
- Resubmit a "Submitted" Construction/Upgrade Report
- Resubmit an "Under Review" or "Complete" Construction/ Upgrade Report

Construction/Upgrade Estimates Report

Figure 1 shows a Construction/Upgrade Report in the Estimate phase.

Construction Report - FY 2006

[Click here to go back to reports list for FY 2006](#)

This report is currently in the **estimates** reporting cycle. Define the planned value (in millions of dollars) through this fiscal year below. You must use the Estimates Worksheet to calculate the Planned Value. When complete, you must submit the estimates report to NSF using the submission button at the bottom of this page. The planned value is cumulative and therefore includes data for all years through the end of this fiscal year.

1. Reporting Cycle

Project Name **Scientific Ocean Drilling Vessel**
 Estimates Status **Work In Progress** [View Estimates Comments](#)
 Estimates Cycle
 Status Bar

Work In Progress	Submitted	NSF Reviewing	NSF Accepted
------------------	-----------	---------------	--------------

2. Project Status

Current Project Baseline Description [History](#) [Update Project Baseline](#)

Current Profile Acceptance Date **Jun 24, 2005**
 Estimated Project Completion Year **2007**
 Estimated Total Cost (in Millions) **115.0**

3. Project Baseline Description

Annual Reports

Fiscal Year	Planned Value (PV) <small>(in currently approved project plan) (\$ in Mil.) (Project thru FY)</small>	Actual Cost (AC) <small>(\$ in Mil.) (Project thru FY)</small>	Earned Value (EV) <small>(\$ in Mil.) (Project thru FY)</small>	Cost Variance <small>as a percent of Project Plan</small>	Schedule Variance <small>as a percent of Project Plan</small>
2005	2.49	0.85	0.84	-1.2%	-66.3%
2006	<input type="text" value="0.0"/>				

[View Explanation](#)

Planned Value Explanation:

Estimates Submission

To submit the Planned Value through FY 2006, please enter the planned value using the estimates worksheet, and click on the submit button below. Once you have submitted this report, any changes will be tracked by the system.

4. Estimates Annual Report

[Click here for Printable View](#)

Figure 1 Construction/Upgrade Report before work has started on it (in Year Two of project).

There are four sections contained within the Report Details screen (see Figure 1) for an Estimates Construction/Upgrade Report:

- **Reporting Cycle** includes the current reporting cycle of the project and a discussion of the actions that can be performed.
- **Project Status** lists the *Project Name*, *Estimates Status*, the *Estimates Cycle Status Bar* and has a **View Estimates Comments** link. The **View Estimates Comments** link displays all comments entered by you and NSF throughout the life cycle of a report. For example, you should access this link to view the reasons a report was returned by NSF.
- **Project Baseline Description** displays the *Project Baseline Acceptance Status*, *Estimated Project Completion Year*, and *Estimated Total Cost*. In the first year of a Construction/Upgrade Report, you must enter the Current Project Baseline Description information and the Estimates Report. In subsequent reporting cycles, the Current Project Baseline Description information will be read-only since the data is not updated annually. The **View Baseline Comments** link displays all comments entered by you and NSF throughout the life cycle of a report.
- **Estimates Annual Report** displays the *Planned Value* for reporting.

Figure 2 and Figure 3 show a report that has a status of Work In Progress for the estimates reporting cycle.

Operations Reports		
Project Name	Estimates Status	Actuals Status
Integrated Ocean Drilling Program	Complete	Reopened

Figure 2 Facility List screen with a Status of Work in Progress.

Construction Report - FY 2006

[Click here to go back to reports list for FY 2006](#)

This report is currently in the **estimates** reporting cycle. First you must complete the project baseline description and submit the project baseline description to NSF for review. Then define the planned value (in millions of dollars) for the estimates through this fiscal year. When complete, you must then submit the estimates report to NSF using the submission button at the bottom of this page. The planned value is cumulative and therefore includes data for all years through this fiscal year. Both the project baseline description and the estimates report must be submitted.

Project Name **Scientific Ocean Drilling Vessel**
 Estimates Status **Work In Progress** [View Estimates Comments](#)
 Estimates Cycle
 Status Bar

Work In Progress	Submitted	NSF Reviewing	NSF Accepted
------------------	-----------	---------------	--------------

Current Project Baseline Description		History Update Project Baseline
Current Profile Acceptance Date	Work In Progress	
Estimated Project Completion Year	2007	
Estimated Total Cost (in Millions)	115.0	

Project Baseline Submission

To submit the Estimated Project Completion Year and Estimated Total Cost, please click on the button below. Once you have submitted this report, any changes will be tracked by the system.

Annual Reports

Fiscal Year	<u>Planned Value (PV)</u> <small>(in currently approved project plan) (\$ in Mil.) (Project thru FY)</small>	<u>Actual Cost (AC)</u> <small>(\$ in Mil.) (Project thru FY)</small>	<u>Earned Value (EV)</u> <small>(\$ in Mil.) (Project thru FY)</small>	<u>Cost Variance</u> <small>as a percent of Project Plan</small>	<u>Schedule Variance</u> <small>as a percent of Project Plan</small>
2006	0.0				

Planned Value Explanation:

Estimates Submission

To submit the Planned Value through FY 2006, please enter the planned value using the estimates worksheet, and click on the submit button below. Once you have submitted this report, any changes will be tracked by the system.

[Click here for Printable View](#)

Figure 3 Estimates C/U Report, Work In Progress, Year 1. Note the first paragraph (in red box) describes the steps to take. The Project Baseline (2nd paragraph in red box) shows the Baseline as "Work In Progress."

See also:

- Construction/Upgrade Report
- View Construction/Upgrade Report
- Construction/Upgrade Report Data
- Construction/Upgrade Report Baseline
- Submit a Construction/Upgrade Baseline for the First Year
- Submit the Construction/Upgrade Estimate
- Submit a Construction Upgrade Estimates Report for the Second and Subsequent Year
- Construction/Upgrade Actuals Report
- Resubmit a Construction/Upgrade Report
- Resubmit a "Submitted" Construction/Upgrade Report
- Resubmit an "Under Review" or "Complete" Construction/ Upgrade Report

Submit the Construction/Upgrade Estimate

1. To submit a Construction/Upgrade Estimate Report, navigate to the **Construction/Upgrade Report Detail** screen by selecting the Project Name located on the **Facility List** screen as described in [View Construction/Upgrade Report](#).
2. The Estimates Report contains one calculated field and one text field: *Planned Value* and *Planned Value Explanation* respectively. The Planned Value is calculated on the Estimates Worksheet (see Earned Value Management for a Construction/Upgrade Report).
3. Once your Planned Value data is calculated and the Planned Value Explanation has been entered, select the **Submit to NSF** button. The **Confirm Submission** screen is displayed (Figure 1). You may either **Confirm** or **Cancel** and return to the **Construction/Upgrade Report Detail** screen.

Confirm Submission - FY 2006

Project Name: **Scientific Ocean Drilling Vessel**

You have selected to submit this Construction/Upgrade report to NSF for review and acceptance. The values you have entered are shown again for your review. Please ensure that this data is accurate before submission. Once this report is submitted, all changes to the information on this report will be auditable. To confirm submission, click on the 'Confirm' button below. To cancel this action, click on the 'Cancel' button.

Planned Value:

Planned Value Explanation:

Figure 1 Confirm Submission Estimates C/U Report, Complete.

Upon submission, an email notification will be sent to NSF. You must wait for either acceptance of the report or reopening by NSF.

4. If NSF returns the Estimates Report to you, Figures 2 and 3, you will be notified via email and be required to log into FPRS to edit and resubmit your Estimates Construction/Upgrade Report. The **Facility List** screen (Figure 15) now shows the status as "reopened."

Construction/Upgrade Reports		
Project Name	Estimates Status	Actuals Status
Scientific Ocean Drilling Vessel	Reopened	N/A

Figure 2 Facility List screen with Estimates Status as Reopened.

5. To learn more about why NSF “Reopened” the report, select the **View Estimates Comments** link as shown in Figure 3. The comments, as shown in Figure 4, display.

Construction Report - FY 2006

[Click here to go back to reports list for FY 2006](#)

This report is currently in the **estimates** reporting cycle. This report has been reopened by the Program Officer. This requires you to review the comments posted by the Program Officer and make changes, if necessary. You must then resubmit this report.

Project Name **Scientific Ocean Drilling Vessel**

Estimates Status **Reopened** [View Estimates Comments](#)

Estimates Cycle Status Bar

Work In Progress	Submitted	NSF Reviewing	NSF Accepted
------------------	-----------	---------------	--------------

Current Project Baseline Description		History	Update Project Baseline
Current Profile Acceptance Date	Jun 24, 2005		
Estimated Project Completion Year	2007		
Estimated Total Cost (in Millions)	115.0		

Annual Reports

Fiscal Year	<u>Planned Value (PV)</u> (in currently approved project plan) (\$ in Mil.) (Project thru FY)	<u>Actual Cost (AC)</u> (\$ in Mil.) (Project thru FY)	<u>Earned Value (EV)</u> (\$ in Mil.) (Project thru FY)	<u>Cost Variance</u> as a percent of Project Plan	<u>Schedule Variance</u> as a percent of Project Plan	View Explanation
2005	2.49	0.85	0.84	-1.2%	-66.3%	
2006	<input type="text" value="3.64"/>					

Planned Value Explanation:

The Science System integration is expected to be 65% completed in FY2006.

Estimates Submission

To submit the Planned Value through FY 2006, please enter the planned value using the estimates worksheet, and click on the submit button below. Once you have submitted this report, any changes will be tracked by the system.

[Click here for Printable View](#)

Figure 3 Estimates C/U Report, Reopened. The View Estimates Comments link is circled in red.

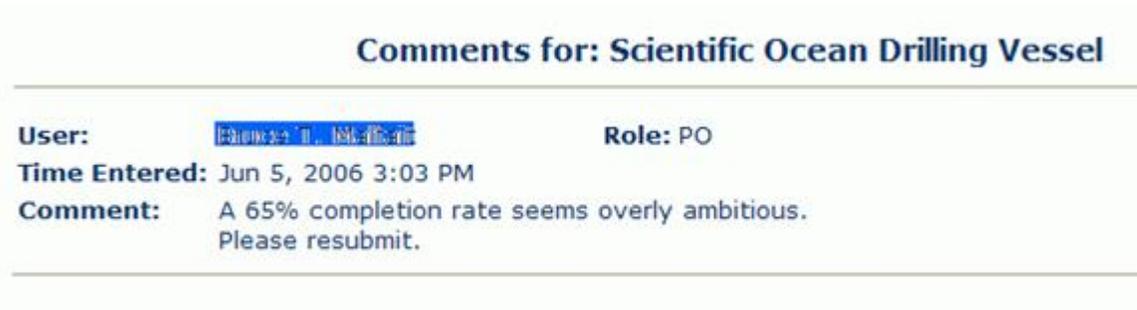


Figure 4 Reopened comment.

6. Upon review of NSF comments, you may or may not modify the data. If you are confident that the *Planned Value* is accurate, select the **Submit to NSF** button (Figure 3) without edits. If changes are necessary, edit the *Planned Value* and resubmit.

Once NSF has accepted the Estimates Report, an email notification will be sent to you and the status of the report will be marked "Complete" on the **Facility List** screen and the *Project Status* section of the **Construction/Upgrade Report Detail** screen.

See also:

- Construction/Upgrade Report
- View Construction/Upgrade Report
- Construction/Upgrade Report Data
- Construction/Upgrade Report Baseline
- Submit a Construction/Upgrade Baseline for the First Year
- Construction/Upgrade Estimates Report
- Submit a Construction Upgrade Estimates Report for the Second and Subsequent Year
- Construction/Upgrade Actuals Report
- Resubmit a Construction/Upgrade Report
- Resubmit a "Submitted" Construction/Upgrade Report
- Resubmit an "Under Review" or "Complete" Construction/ Upgrade Report

Submit a Construction/Upgrade Estimates Report for the Second and Subsequent Year

Submit a Construction/Upgrade Estimates Report for the Second and Subsequent Year

In years subsequent to the first year, an Estimates Report will need to be submitted as well. The Project Baseline Description will be pre-populated with the accepted data from the prior fiscal year. Only the estimated *Planned Value* for the federal fiscal year will need to be submitted for Year Two and subsequent years, as shown in Figure 1.

Construction Report - FY 2006

[Click here to go back to reports list for FY 2006](#)

This report is currently in the **estimates** reporting cycle. This report has been accepted by NSF and is complete.

Project Name **Scientific Ocean Drilling Vessel**

Estimates Status **Complete**

[View Estimates Comments](#)

Estimates Cycle
Status Bar

Work In Progress	Submitted	NSF Reviewing	NSF Accepted
------------------	-----------	---------------	--------------

Current Project Baseline Description

[History](#) [Update Project Baseline](#)

Current Profile Acceptance Date	Jun 5, 2006
Estimated Project Completion Year	2007
Estimated Total Cost (in Millions)	120.0

Annual Reports

Fiscal Year	Planned Value (PV) <small>(in currently approved project plan) (\$ in Mil.) (Project thru FY)</small>	Actual Cost (AC) <small>(\$ in Mil.) (Project thru FY)</small>	Earned Value (EV) <small>(\$ in Mil.) (Project thru FY)</small>	Cost Variance <small>as a percent of Project Plan</small>	Schedule Variance <small>as a percent of Project Plan</small>	View Explanation
2005	2.49	0.85	0.84	-1.2%	-66.3%	
2006	3.14					

[View Estimates Worksheet](#)

Planned Value Explanation:

The Science System integration is expected to be 55% completed in FY2006.

[Click here for Printable View](#)

[To change the estimates for fiscal year 2006, click here](#)

Submit a Construction/Upgrade Estimates Report for the Second and Subsequent Year

Figure 1 Construction/Upgrade Report: A complete estimate for Year Two. The Estimated Planned Value for the second year is circled in red.

See also:

- [Construction/Upgrade Report](#)
- [View Construction/Upgrade Report](#)
- [Construction/Upgrade Report Data](#)
- [Construction/Upgrade Report Baseline](#)
- [Submit a Construction/Upgrade Baseline for the First Year](#)
- [Construction/Upgrade Estimates Report](#)
- [Submit the Construction/Upgrade Estimate](#)
- [Construction/Upgrade Actuals Report](#)
- [Resubmit a Construction/Upgrade Report](#)
- [Resubmit a "Submitted" Construction/Upgrade Report](#)
- [Resubmit an "Under Review" or "Complete" Construction/ Upgrade Report](#)

Construction/Upgrade Actuals Report

This section describes submitting a Construction/Upgrade Report for the actuals reporting cycle. When the actuals reporting cycle is opened, navigate to the **Construction/Upgrade Report Detail** screen (Figure 1) by selecting the Project Name located on the **Facility List** screen (see Figure 6 in Navigating the FPRS) for a report that has a status of *Work In Progress* for the actuals reporting cycle.

Construction Report - FY 2006

[Click here to go back to reports list for FY 2006](#)

This report is currently in the **actuals** reporting cycle. Please enter the earned value and actual cost through this fiscal year. You must use the Actuals Worksheet to calculate the earned value and actual cost. When complete, submit the actuals report to NSF for review. The earned value and actual cost are cumulative and therefore include data for all years through the end of this fiscal year.

Project Name **Scientific Ocean Drilling Vessel**

Estimates Status **Complete** [View Estimates Comments](#)

Actuals Status **Work In Progress** [View Actuals Comments](#)

Actuals Cycle Status Bar

	Submitted	NSF Reviewing	NSF Accepted
---	-----------	---------------	--------------

Current Project Baseline Description		History	Update Project Baseline
Current Profile Acceptance Date	Jun 5, 2006		
Estimated Project Completion Year	2007		
Estimated Total Cost (in Millions)	120.0		

Annual Reports

Fiscal Year	Planned Value (PV)	Actual Cost (AC)	Earned Value (EV)	Cost Variance	Schedule Variance
	(in currently approved project plan) (\$ in Mil.) (Project thru FY)	(\$ in Mil.) (Project thru FY)	(\$ in Mil.) (Project thru FY)	as a percent of Project Plan	as a percent of Project Plan
2006	3.14	0.0	0.0	0%	0%

[View Estimates Worksheet](#)

Planned Value Explanation:

The Science System integration is expected to be 55% completed in FY2006.

Earned Value and Actual Cost Explanation:

[Save Actuals](#)

[Open Actuals Worksheet](#)

Actuals Submission

To submit the Earned Value and Actual Cost through FY 2006, please enter the earned value and actual cost using the actuals worksheet, and click on the submit button below. Once you have submitted this report, any changes will be tracked by the system.

[Submit To NSF](#)

[Click here for Printable View](#)

[To change the estimates for fiscal year 2006, click here](#)

Figure 1 Actuals C/U Report—Work In Progress, Year 1. The Estimates cycle is complete (1st red box) and the Project Baseline has been accepted (2nd red box).

There are four sections contained within the **Construction/Upgrade Report Detail** screen for an Actuals Construction/Upgrade Report (as seen in Figure 2):

Construction Report - FY 2006

[Click here to go back to reports list for FY 2006](#)

This report is currently in the **actuals** reporting cycle. Please enter the earned value and actual cost through this fiscal year. You must use the Actuals Worksheet to calculate the earned value and actual cost. When complete, submit the actuals report to NSF for review. The earned value and actual cost are cumulative and therefore include data for all years through the end of this fiscal year.

1. Reporting Cycle

Project Name **Replacement Human Occupied Vehicle: A Phased Engineering Program to Build a New 6500-M Research Submersible**

Estimates Status **Complete** [View Estimates Comments](#)

Actuals Status **Work In Progress** [View Actuals Comments](#)

Actuals Cycle Status Bar

	Submitted	NSF Reviewing	NSF Accepted
--	-----------	---------------	--------------

2. Project Status

Current Project Baseline Description [History](#) [Update Project Baseline](#)

Current Profile Acceptance Date **Jun 15, 2006**

Estimated Project Completion Year **2010**

Estimated Total Cost (in Millions) **25.6**

3. Project Baseline Description

Annual Reports

Fiscal Year	Planned Value (PV) <small>(in currently approved project plan) (\$ in Mil.) (Project thru FY)</small>	Actual Cost (AC) <small>(\$ in Mil.) (Project thru FY)</small>	Earned Value (EV) <small>(\$ in Mil.) (Project thru FY)</small>	Cost Variance <small>as a percent of Project Plan</small>	Schedule Variance <small>as a percent of Project Plan</small>
2005	0.42	0.17	0.29	41.4%	-31%
2006	1.41	6.34	5.33	-18.9%	278%

[View Explanation](#)

Planned Value Explanation:

Does not include the purchase of Titanium which may occur this year.

Earned Value and Actual Cost Explanation:

Explain the Earned Value and Actual Cost

Actuals Submission

To submit the Earned Value and Actual Cost through FY 2006, please enter the earned value and actual cost using the actuals worksheet, and click on the submit button below. Once you have submitted this report, any changes will be tracked by the system.

4. Actuals Annual Report

[Click here for Printable View](#)

[To change the estimates for fiscal year 2006, click here](#)

Figure 2 The four parts of an Actuals Construction/Upgrade Report.

1. **Reporting Cycle** includes the current reporting cycle of the project and a discussion of the actions that can be performed.
2. **Project Status** lists the *Project Name*, *Estimates Status*, *Actuals Status*, and links to *Actuals Cycle Status Bar*, **View Estimates Comments** link, and **View Actuals Comments** link. Select either the **View Estimates Comments** link or **View Actuals Comments** link to display all comments entered by you and NSF throughout the life cycle of the project.
3. **Project Baseline Description** displays the *Current Profile Acceptance Date*, *Estimated Project Completion Year*, and *Estimated Total Cost*. Once in the actuals reporting cycle, the Current Project Baseline Description will be read-only. Select the **View History** link to access any Project Baseline Description previously approved by NSF, if applicable. Select the **Update Project Baseline** link to initiate a request to rebaseline the Current Project Baseline Description.
4. **Actuals Annual Report** displays the *Earned Value* and *Actual Cost* for reporting. You must use the Earned Value Management Worksheet to calculate the Cost Variance and Schedule Variance. You are permitted to request a change to your approved estimates during the actuals reporting cycle, but this request will require NSF approval.

Construction Report - FY 2006

[Click here to go back to reports list for FY 2006](#)

This report is currently in the **actuals** reporting cycle. Please enter the earned value and actual cost through this fiscal year. You must use the Actuals Worksheet to calculate the earned value and actual cost. When complete, submit the actuals report to NSF for review. The earned value and actual cost are cumulative and therefore include data for all years through the end of this fiscal year.

Project Name **Scientific Ocean Drilling Vessel**
 Estimates Status **Complete** [View Estimates Comments](#)
 Actuals Status **Work In Progress** [View Actuals Comments](#)
 Actuals Cycle Status Bar

	Submitted	NSF Reviewing	NSF Accepted
--	-----------	---------------	--------------

Current Project Baseline Description		History	Update Project Baseline
Current Profile Acceptance Date	Jun 5, 2006		
Estimated Project Completion Year	2007		
Estimated Total Cost (in Millions)	120.0		

Annual Reports

Fiscal Year	Planned Value (PV) <small>(in currently approved project plan) (\$ in Mil.) (Project thru FY)</small>	Actual Cost (AC) <small>(\$ in Mil.) (Project thru FY)</small>	Earned Value (EV) <small>(\$ in Mil.) (Project thru FY)</small>	Cost Variance <small>as a percent of Project Plan</small>	Schedule Variance <small>as a percent of Project Plan</small>	View Explanation
2005	2.49	0.85	0.84	-1.2%	-66.3%	
2006	<input type="text" value="3.14"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0%"/>	<input type="text" value="0%"/>	

[View Estimates Worksheet](#)

Planned Value Explanation:

The Science System integration is expected to be 55% completed in FY2006.

Earned Value and Actual Cost Explanation:

[Save Actuals](#)

[Open Actuals Worksheet](#)

Actuals Submission

To submit the Earned Value and Actual Cost through FY 2006, please enter the earned value and actual cost using the actuals worksheet, and click on the submit button below. Once you have submitted this report, any changes will be tracked by the system.

[Submit To NSF](#)

[Click here for Printable View](#)

[To change the estimates for fiscal year 2006, click here](#)

Figure 3 Actuals C/U Report, Work In Progress. The Reporting Cycle and Project Status sections are in the red box.

- To submit a Construction/Upgrade Actuals Report, navigate to the **Construction/Upgrade Report Detail** screen (Figure 3) by selecting the Project Name located on the **Facility List** screen as described in [View Construction/Upgrade Report](#). The Actuals Report contains two data fields—*Earned Value* and *Actual Cost*—through the fiscal year. You must use the **Earned Value Management Worksheet** (Figure 4) to enter and calculate the *Earned Value* and *Actual Cost* (see Earned Value Management for a Construction/Upgrade Report).

Earned Value Management Worksheet

The Earned Value Management Worksheet is a tool to help Principal Investigators calculate the data needed to complete construction/upgrade reports. Beginning in Fiscal Year 2003, the National Science Foundation has decided to track the progress of Construction/Upgrade projects using Earned Value Management. This requires PIs to enter in the Planned Value for their projects in the beginning of the fiscal year, and then enter the Actual Cost and Earned Value for these projects at the end of the reporting year.

Currently, you are required to enter in both Earned Value and Actual Cost through FY 2006.

When entering the Earned Value and Actual Cost through FY 2006, please note that you are entering dollar amounts for the total earned value and actual cost of the project through the end of the government fiscal year, September 30, 2006. These values are cumulative over the lifetime of the project. For example, if \$10 million were spent on the project prior to FY 2006, and \$3 million were spent in FY 2006, then the Actual Cost reported in FY 2006 would be \$13 million.

The following worksheet collects information on distinct tasks within the project. Based on the planned total cost of the task and the percent of each task completed through the end of the fiscal year the Earned Value for each task will be calculated. The total Earned Value is the summation of each task's earned value. In addition, the total actual cost will be calculated by summing the actual cost (in dollars) for each task. These numbers can then be inserted into the construction/upgrade actuals report by clicking on the 'Insert' button.

Note that the **Calculate** button **must** be clicked in order to completely add/update a task and calculate the total value(s).

Task Number	Task Name	Planned Total Cost of Task	Percentage of Work Completed	Task Earned Value (Calculated)	Actual Cost of Work Completed	Action
1	science system integration	\$5.7 M	40%	\$2.28 M	\$4.1 M	<input type="button" value="Calculate"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	

To calculate the total earned value, Click

Total Earned Value: **\$ 2.28 M**

Total Actual Cost: **\$ 4.10 M**

To enter this value into the report and close this worksheet, click this button when finished.

Note: The "Insert" button must be clicked to submit this value.

Figure 4 Earned Value Management Worksheet.

- To open the Earned Value Management Worksheet (Figure 4), select the **Open Actuals Worksheet** button on the **Construction/Upgrade Report Detail** screen. For additional information on how to use the worksheet, see Use the Worksheet.
- After entering the values in the worksheet, selecting either the **Here** or **Calculate** button will save the data into the task detail table. Selecting the **Insert** button will close the worksheet and redisplay the **Construction/Upgrade Report Detail** screen (Figure 5) showing the new *Cost and Schedule Variances* as a percent of your *Planned Value*.

Construction Report - FY 2006

[Click here to go back to reports list for FY 2006](#)

This report is currently in the **actuals** reporting cycle. Please enter the earned value and actual cost through this fiscal year. You must use the Actuals Worksheet to calculate the earned value and actual cost. When complete, submit the actuals report to NSF for review. The earned value and actual cost are cumulative and therefore include data for all years through the end of this fiscal year.

Project Name	Replacement Human Occupied Vehicle: A Phased Engineering Program to Build a New 6500-M Research Submersible						
Estimates Status	Complete	View Estimates Comments					
Actuals Status	Work In Progress	View Actuals Comments					
Actuals Cycle Status Bar	<table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 25%; background-color: #e0f2f1;">Work In Progress</td> <td style="width: 25%;">Submitted</td> <td style="width: 25%;">NSF Reviewing</td> <td style="width: 25%;">NSF Accepted</td> </tr> </table>			Work In Progress	Submitted	NSF Reviewing	NSF Accepted
Work In Progress	Submitted	NSF Reviewing	NSF Accepted				

Current Project Baseline Description	History	Update Project Baseline
Current Profile Acceptance Date	Jun 15, 2006	
Estimated Project Completion Year	2010	
Estimated Total Cost (in Millions)	25.6	

Annual Reports

Fiscal Year	<u>Planned Value (PV)</u> <small>(in currently approved project plan) (\$ in Mil.) (Project thru FY)</small>	<u>Actual Cost (AC)</u> <small>(\$ in Mil.) (Project thru FY)</small>	<u>Earned Value (EV)</u> <small>(\$ in Mil.) (Project thru FY)</small>	<u>Cost Variance</u> <small>as a percent of Project Plan</small>	<u>Schedule Variance</u> <small>as a percent of Project Plan</small>	View Explanation
2005	0.42	0.17	0.29	41.4%	-31%	
2006	1.41	6.34	5.33	-18.9%	278%	

[View Estimates Worksheet](#)

Planned Value Explanation:

Does not include the purchase of Titanium which may occur this year. ⬆

Earned Value and Actual Cost Explanation:

Explain the Earned Value and Actual Cost ⬆

Figure 5 Construction/Upgrade Report with Actuals entered.

- For tasks existing in the estimates report, *Task Name* and *Planned Total Cost of Task* are not editable because they are from the estimates report.
 - For tasks entered during the Estimates phase, values for the *Percentage of Work Completed* and *Actual Cost of Work Completed* are required.
 - If there were any tasks that were not identified during the Estimates phase, they may be entered as a new task on this worksheet. **Note:** Please consider that new tasks do NOT change your total estimated values and may adversely affect your variances.
4. From the **Construction/Upgrade Report Detail** screen (Figure 5) you may either save without submitting your report by selecting the **Save Actuals** button or submit your Actuals Report by selecting the **Submit to NSF** button. If you submit your report, the **Confirm Submission screen**, Figure 6, is displayed. You may select the **Confirm** button to submit to NSF.

Confirm Submission - FY 2006

Project Name: **Scientific Ocean Drilling Vessel**

You have selected to submit this Construction/Upgrade report to NSF for review and acceptance. The values you have entered are shown again for your review. Please ensure that this data is accurate before submission. Once this report is submitted, all changes to the information on this report will be auditable. To confirm submission, click on the 'Confirm' button below. To cancel this action, click on the 'Cancel' button.

Earned Value:

Actual Cost:

Earned Value and Actual Cost Explanation:

Local labor union strike has resulted in less work completed.

Figure 6 Actuals C/U Report, Confirm Submission screen.

5. When you select the **Confirm** submission button, the **Submit Success** screen, Figure 7, is displayed. NSF will be notified to begin a review of your report. Select the **Click here to return to the report** link to return to the **Construction/Upgrade Report Detail** screen. Actuals now read-only while reviewing it.

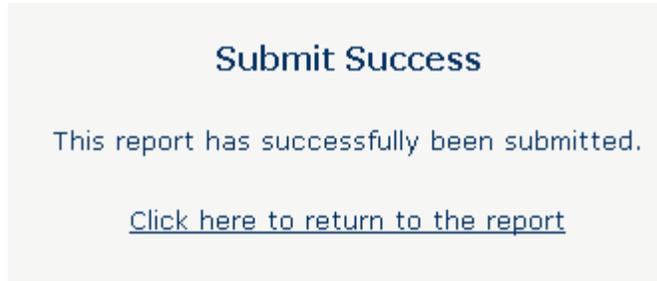


Figure 7 Actuals C/U Report, Submit Success.

After NSF has approved the report, you will be notified by email that your report has been accepted. If the report is accepted, your process is complete for this fiscal year. Figure 8 shows the Facility List screen showing a completed report for the current fiscal year.

Construction/Upgrade Reports		
Project Name	Estimates Status	Actuals Status
Scientific Ocean Drilling Vessel	Complete	Complete

Figure 8 Facility List screen showing a completed report for the current fiscal year.

However, if the report is returned to you, you will again be notified by email to log back into FPRS to resubmit your Actuals Report. You may log into FPRS and view the status of a report on the **Facility List** screen (Figure 9). Please refer to [View Construction/Upgrade Report](#).

Construction/Upgrade Reports		
Project Name	Estimates Status	Actuals Status
Scientific Ocean Drilling Vessel	Complete	Reopened

Figure 9 Facility List screen showing a Reopened Actuals report.

1. To view the reasons why the Actuals Report has been returned to you, select the **View Actuals Comments** link (circled in red in Figure 10).

Construction Report - FY 2006

[Click here to go back to reports list for FY 2006](#)

This report is currently in the **actuals** reporting cycle. This report has been reopened by the Program Officer. This requires you to review the comments posted by the Program Officer and make changes, if necessary. You must then resubmit this report.

Project Name **Scientific Ocean Drilling Vessel**

Estimates Status **Complete** [View Estimates Comments](#)

Actuals Status **Reopened** [View Actuals Comments](#)

Actuals Cycle

Status Bar

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work In Progress	Submitted	NSF Reviewing	NSF Accepted

Current Project Baseline Description		History	Update Project Baseline
Current Profile Acceptance Date	Jun 5, 2006		
Estimated Project Completion Year	2007		
Estimated Total Cost (in Millions)	120.0		

Annual Reports

Fiscal Year	Planned Value (PV) <small>(in currently approved project plan) (\$ in Mil.) (Project thru FY)</small>	Actual Cost (AC) <small>(\$ in Mil.) (Project thru FY)</small>	Earned Value (EV) <small>(\$ in Mil.) (Project thru FY)</small>	Cost Variance <small>as a percent of Project Plan</small>	Schedule Variance <small>as a percent of Project Plan</small>	View Explanation
2005	2.49	0.85	0.84	-1.2%	-66.3%	
2006	<input type="text" value="3.14"/>	<input type="text" value="4.1"/>	<input type="text" value="2.28"/>	<input type="text" value="-79.8%"/>	<input type="text" value="-27.4%"/>	

[View Estimates Worksheet](#)

Planned Value Explanation:

The Science System integration is expected to be 55% completed in FY2006.

Earned Value and Actual Cost Explanation:

Local labor union strike has resulted in less work completed.

[Save Actuals](#)

[Open Actuals Worksheet](#)

Actuals Submission

To submit the Earned Value and Actual Cost through FY 2006, please enter the earned value and actual cost using the actuals worksheet, and click on the submit button below. Once you have submitted this report, any changes will be tracked by the system.

[Submit To NSF](#)

[Click here for Printable View](#)

[To change the estimates for fiscal year 2006, click here](#)

Figure 10 Actuals C/U Report, Reopened by NSF. The View Actuals Comments link is circled in red.

2. Upon review, you may or may not modify your Actuals Report. If you are confident that the previous submission is accurate, then select the **Submit to NSF** button without editing the report. If you deem that modifications are necessary, you will make the edits either directly in the fields or use the **Open Actuals Worksheet** to compute your performance data. To submit your new Actuals Report, select the **Submit to NSF** button.
3. The **Confirm Submission** screen, Figure 11, is displayed. You may **Confirm** to submit to NSF.

Figure 11 Actuals C/U Report, Confirm Submission screen.

4. When you select the **Confirm** submission button, the **Submit Success** screen is displayed (Figure 12). NSF will be notified that your report is available to be reviewed.

Figure 12 Actuals C/U Report, Submit Success.

5. Select the **Click here to return to the report link** to return to the **Construction/Upgrade Report Detail** screen (Figure 14). Your Actuals Report is now read-only while NSF is reviewing it. You will receive an email notification once NSF has accepted the Actuals Report marking the report "Complete." The **Facility List** screen (Figure 13) will also show the status as complete.



Construction/Upgrade Reports		
Project Name	Estimates Status	Actuals Status
Scientific Ocean Drilling Vessel	Complete	Complete

Figure 13 Facility List screen with the Actuals Status Complete.

Construction Report - FY 2006

[Click here to go back to reports list for FY 2006](#)

This report is currently in the **actuals** reporting cycle. This report has been accepted by NSF and is complete.

Project Name	Replacement Human Occupied Vehicle: A Phased Engineering Program to Build a New 6500-M Research Submersible							
Estimates Status	Complete	View Estimates Comments						
Actuals Status	Complete	View Actuals Comments						
Actuals Cycle Status Bar	<table border="1" style="width:100%; text-align:center;"> <tr> <td style="background-color:#e0f0e0;">Work In Progress</td> <td>Submitted</td> <td>NSF Reviewing</td> <td>NSF Accepted</td> </tr> </table>				Work In Progress	Submitted	NSF Reviewing	NSF Accepted
Work In Progress	Submitted	NSF Reviewing	NSF Accepted					

Current Project Baseline Description		History Update Project Baseline
Current Profile Acceptance Date	Jun 15, 2006	
Estimated Project Completion Year	2010	
Estimated Total Cost (in Millions)	25.6	

Annual Reports

Fiscal Year	<u>Planned Value (PV)</u> <small>(in currently approved project plan) (\$ in Mil.) (Project thru FY)</small>	<u>Actual Cost (AC)</u> <small>(\$ in Mil.) (Project thru FY)</small>	<u>Earned Value (EV)</u> <small>(\$ in Mil.) (Project thru FY)</small>	<u>Cost Variance</u> <small>as a percent of Project Plan</small>	<u>Schedule Variance</u> <small>as a percent of Project Plan</small>	View Explanation
2005	0.42	0.17	0.29	41.4%	-31%	
2006	1.41	6.45	5.33	-21%	278%	

[View Estimates Worksheet](#)

Planned Value Explanation:

Does not include the purchase of Titanium which may occur this year.

[View Actuals Worksheet](#)

Earned Value and Actual Cost Explanation:

Explain the Earned Value and Actual Cost

[Click here for Printable View](#)

[To change the actuals for fiscal year 2006, click here](#)

[To change the estimates for fiscal year 2006, click here](#)

Figure 14 Actuals C/U Report, Complete.

See also:

- Construction/Upgrade Report
- View Construction/Upgrade Report
- Construction/Upgrade Report Data
- Construction/Upgrade Report Baseline
- Submit a Construction/Upgrade Baseline for the First Year
- Construction/Upgrade Estimates Report
- Submit the Construction/Upgrade Estimate
- Submit a Construction Upgrade Estimates Report for the Second and Subsequent Year
- Resubmit a Construction/Upgrade Report
- Resubmit a "Submitted" Construction/Upgrade Report
- Resubmit an "Under Review" or "Complete" Construction/ Upgrade Report

Resubmit a Construction/Upgrade Report

FPRS gives you the capability to resubmit reports if corrections are required. This ensures that you are always comfortable and confident in the data submitted to NSF. The overarching guidelines defined by NSF are:

- **Guideline 1. Project Baseline Description** can be resubmitted during the estimates or actuals reporting cycles throughout the entire life cycle of the project.
- **Guideline 2. Estimated Performance Data** can be resubmitted during the estimates or actuals reporting cycles, but NSF must accept the changes.
- **Guideline 3. Actual Performance Data** can be resubmitted during the actuals reporting cycle only. Actual performance data does not exist during the estimates reporting cycle, and therefore, it is not available in FPRS.
- **Guideline 4.** Once the fiscal year is closed for reporting by NSF, the Construction/Upgrade Report is available as read-only.

FPRS recognizes three types of resubmission conditions that apply to both the estimates and actuals reporting cycles. The first condition, *Reopened*, has been described in detail in Step 4 through Step 6 in the [Submit the Construction/Upgrade Estimate—Returned for Revision](#) section. This section focuses on the two remaining conditions.

- **Reopened:** If you have submitted a report and NSF has returned the report, you can view NSF comments for revision, revise the report, and resubmit an updated report.
- **Submitted:** If you have submitted a report to NSF and this report has not been reviewed or accepted by NSF, you may resubmit the report with the new values to be accepted by NSF.
- **Under Review or Completed:** If you have submitted a report to NSF and NSF has accepted this report, you may still resubmit the report. FPRS will present NSF with both the new report and the previously accepted report for review. NSF may either accept the new report or accept the prior report. For a more detailed description of each state please refer to Workflow.

At any point in the report preparation, if you are not sure of what an item means, select the underscored item and the term definition (Figure 1) is displayed.

FPRS Definition

Term: Percentage of Work Completed

Definition: The actual percentage complete that this task is at the end of the fiscal year.

Figure 1 A term definition.

See also:

- Construction/Upgrade Report
- View Construction/Upgrade Report
- Construction/Upgrade Report Data
- Construction/Upgrade Report Baseline
- Submit a Construction/Upgrade Baseline for the First Year
- Construction/Upgrade Estimates Report
- Submit the Construction/Upgrade Estimate
- Submit a Construction Upgrade Estimates Report for the Second and Subsequent Year
- Construction/Upgrade Actuals Report

pd_facility_performance

- Resubmit a "Submitted" Construction/Upgrade Report
- Resubmit an "Under Review" or "Complete" Construction/ Upgrade Report

Resubmit a "Submitted" Construction/Upgrade Report

This section identifies the process you would perform to change and resubmit a report that has already been submitted, but has not yet entered the "Under Review" state. This example follows the resubmission of an Actuals Construction/Upgrade Report. This process would execute exactly the same for an Estimates Construction/Upgrade Report.

1. You must first navigate to the **Construction/Upgrade Report Detail** screen (Figure 1) (see Navigating the FPRS). In Figure 1, you have already submitted an Actuals Construction/Upgraded Report. The report is currently read-only.

Construction Report - FY 2006

[Click here to go back to reports list for FY 2006](#)

This report is currently in the **actuals** reporting cycle. This report has been submitted. In order to change any information, you must submit a request to NSF by clicking on the appropriate link at the bottom of the page.

Project Name **Replacement Human Occupied Vehicle: A Phased Engineering Program to Build a New 6500-M Research Submersible**

Estimates Status **Complete** [View Estimates Comments](#)

Actuals Status **Submitted** [View Actuals Comments](#)

Actuals Cycle Status Bar

Work In Progress	Submitted	NSF Reviewing	NSF Accepted
------------------	-----------	---------------	--------------

Current Project Baseline Description		History	Update Project Baseline
Current Profile Acceptance Date	Jun 15, 2006		
Estimated Project Completion Year	2010		
Estimated Total Cost (in Millions)	25.6		

Annual Reports

Fiscal Year	Planned Value (PV) <small>(in currently approved project plan) (\$ in Mil.) (Project thru FY)</small>	Actual Cost (AC) <small>(\$ in Mil.) (Project thru FY)</small>	Earned Value (EV) <small>(\$ in Mil.) (Project thru FY)</small>	Cost Variance <small>as a percent of Project Plan</small>	Schedule Variance <small>as a percent of Project Plan</small>	View Explanation
2005	0.42	0.17	0.29	41.4%	-31%	
2006	1.41	6.34	5.33	-18.9%	278%	

[View Estimates Worksheet](#)

Planned Value Explanation:

Does not include the purchase of Titanium which may occur this year.

[View Actuals Worksheet](#)

Earned Value and Actual Cost Explanation:

Explain the Earned Value and Actual Cost

[Click here for Printable View](#)

[To change the actuals for fiscal year 2006, click here](#)
[To change the estimates for fiscal year 2006, click here](#)

Figure 1 Actuals C/U Report, Submitted.

- To resubmit actuals performance data, select the **To change the actuals for fiscal year *nnnn*, click here** link at the bottom of the screen. (Note that there is also a link to change the estimates report as well. Again, this is a component of the flexible design to accommodate NSF Guideline 1 described in [Resubmit a Construction/Upgrade Report.](#)) The **Request to Change Actuals** screen is displayed (see Figure 2) and shows the submitted actuals values.

Change Actuals

Project Name: **Replacement Human Occupied Vehicle: A Phased Engineering Program to Build a New 6500-M Research Submersible**

Fiscal Year: **2006**

The actuals for this facility performance report have been submitted and accepted. In order to change the actuals, you must petition the Program Officer, using the form below. All changes are tracked by the system.

Earned Value:

Actual Cost:

Earned Value and Actual Cost Explanation:

Reason For Change:

Figure 2 Actuals C/U Report, Change Actuals screen for resubmission to NSF.

- If these values need to be revised, you must open the **Actuals Worksheet** to make these revisions by selecting the **Open Actuals Worksheet** button. (For instructions on how to use the worksheet, see [Earned Value Management for a Construction/Upgrade Report.](#))

- Once revisions have been calculated and inserted into the main page, you may resubmit these values by entering a **Reason For Change** in the appropriate text box. The *Reason For Change* is mandatory to provide you with an opportunity to state to NSF why changes are necessary.
- Select the **Submit to NSF** button. When you select the **Submit to NSF** button, the **Confirm Submission** screen (Figure 3) will be displayed.

Confirm Submission - FY 2006

Project Name: **Scientific Ocean Drilling Vessel**

You have selected to submit this Construction/Upgrade report to NSF for review and acceptance. The values you have entered are shown again for your review. Please ensure that this data is accurate before submission. Once this report is submitted, all changes to the information on this report will be auditable. To confirm submission, click on the 'Confirm' button below. To cancel this action, click on the 'Cancel' button.

Earned Value:

Actual Cost:

Earned Value and Actual Cost Explanation:

Reason For Change:

Figure 3 Actuals C/U Report, Confirm Submission screen.

- Select the **Confirm** button to change the previously reported data. The **Submit Success** screen will appear (Figure 4), indicating that your modifications have been successfully resubmitted to NSF.

Submit Success

This report has successfully been submitted.

[Click here to return to the report](#)

Figure 4. Actuals C/U Report—Submit Success.

7. Select the link, **Click here to return to the report**, to return to the report. When you return to the **Construction/Upgrade Report Detail** screen, you will see that the data has been modified and that the current actuals status is still "Submitted." You may continue to change this report in this manner while the status is "Submitted."

See also:

- Construction/Upgrade Report
- View Construction/Upgrade Report
- Construction/Upgrade Report Data
- Construction/Upgrade Report Baseline
- Submit a Construction/Upgrade Baseline for the First Year
- Construction/Upgrade Estimates Report
- Submit the Construction/Upgrade Estimate
- Submit a Construction Upgrade Estimates Report for the Second and Subsequent Year
- Construction/Upgrade Actuals Report
- Resubmit a Construction/Upgrade Report
- Resubmit an "Under Review" or "Complete" Construction/ Upgrade Report

Resubmit an "Under Review" or "Complete" Construction/Upgrade Report

This section identifies the process you would perform to change and resubmit a report that has already begun review by NSF. This applies to reports that are either in the "Under Review" or "Complete" state. This example follows the resubmission of an Actuals Construction/Upgrade Report. This process would execute exactly the same for an Estimates Construction/Upgrade Report.

You must first navigate to the **Construction/Upgrade Report Detail** screen (Figure 1) (see Navigating the FPRS).

Construction Report - FY 2006

[Click here to go back to reports list for FY 2006](#)

This report is currently in the **actuals** reporting cycle. This report has been submitted. In order to change any information, you must submit a request to NSF by clicking on the appropriate link at the bottom of the page.

Project Name **Replacement Human Occupied Vehicle: A Phased Engineering Program to Build a New 6500-M Research Submersible**

Estimates Status **Complete** [View Estimates Comments](#)

Actuals Status **Under Review** [View Actuals Comments](#)

Actuals Cycle Status Bar

Work In Progress	Submitted	NSF Reviewing	NSF Accepted
------------------	-----------	---------------	--------------

Current Project Baseline Description		History	Update Project Baseline
Current Profile Acceptance Date	Jun 15, 2006		
Estimated Project Completion Year	2010		
Estimated Total Cost (in Millions)	25.6		

Annual Reports

Fiscal Year	<u>Planned Value (PV)</u> <small>(in currently approved project plan) (\$ in Mil.) (Project thru FY)</small>	<u>Actual Cost (AC)</u> <small>(\$ in Mil.) (Project thru FY)</small>	<u>Earned Value (EV)</u> <small>(\$ in Mil.) (Project thru FY)</small>	<u>Cost Variance</u> <small>as a percent of Project Plan</small>	<u>Schedule Variance</u> <small>as a percent of Project Plan</small>	View Explanation
2005	0.42	0.17	0.29	41.4%	-31%	
2006	<input type="text" value="1.41"/>	<input type="text" value="6.34"/>	<input type="text" value="5.33"/>	-18.9%	<input type="text" value="278%"/>	

[View Estimates Worksheet](#)

Planned Value Explanation:

Does not include the purchase of Titanium which may occur this year.

[View Actuals Worksheet](#)

Earned Value and Actual Cost Explanation:

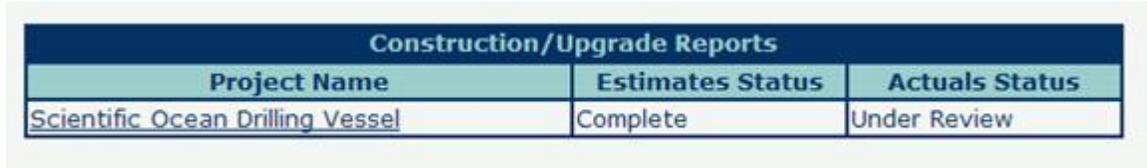
Explain the Earned Value and Actual Cost

[Click here for Printable View](#)

[To change the actuals for fiscal year 2006, click here](#)
[To change the estimates for fiscal year 2006, click here](#)

Figure 1 Actuals C/U Report, Under Review by NSF.

In this scenario, you have submitted the Actuals Construction/Upgrade Report and NSF has already begun the review process, as shown in the Facility List screen (Figure 2). As a result, any resubmission by you will require NSF approval.



Construction/Upgrade Reports		
Project Name	Estimates Status	Actuals Status
Scientific Ocean Drilling Vessel	Complete	Under Review

Figure 2 The Facility List screen with an Actual status of Under Review.

1. The report is currently read-only (Figure 1). To resubmit actuals performance data, select the **To change the actuals for fiscal year nnnn** link at the bottom of the screen (Figure 1). (Note that there is also a link to change the estimates report as well. Again, this is a component of the flexible design to accommodate NSF Guideline 2 described above at the beginning of Resubmit a Construction/Upgrade Report.) The **Request to Change Actuals** screen is displayed (see Figure 3) and shows the submitted actuals values.

Change Actuals

Project Name: **Replacement Human Occupied Vehicle: A Phased Engineering Program to Build a New 6500-M Research Submersible**
Fiscal Year: **2006**

The actuals for this facility performance report have been submitted and accepted. In order to change the actuals, you must petition the Program Officer, using the form below. All changes are tracked by the system.

Earned Value:

Actual Cost:

Earned Value and Actual Cost Explanation:

Reason For Change:

Figure 3 Actuals C/U Report—Change Actuals screen to resubmit data.

2. If these values need to be revised, you must open the **Actuals Worksheet** to make these revisions by selecting the **Open Actuals Worksheet** button. (For instructions on how to use the worksheet, see [Use the Worksheet](#) in the Earned Value Management for a Construction/Upgrade Report).
3. Once revisions have been calculated and inserted into the main page, you may resubmit these values by entering a **Reason For Change** in the appropriate text box. The *Reason For Change* is mandatory to give you an opportunity to state to NSF why changes are necessary.
4. Select the **Submit to NSF** button. The **Confirm Submission** screen will be displayed (Figure 4). Again, you may continue by selecting the **Confirm** button.

Confirm Submission - FY 2006

Project Name: **Scientific Ocean Drilling Vessel**

You have selected to submit this Construction/Upgrade report to NSF for review and acceptance. The values you have entered are shown again for your review. Please ensure that this data is accurate before submission. Once this report is submitted, all changes to the information on this report will be auditable. To confirm submission, click on the 'Confirm' button below. To cancel this action, click on the 'Cancel' button.

Earned Value:

Actual Cost:

Earned Value and Actual Cost Explanation:

Reason For Change:

Figure 4 Actuals C/U Report. Confirm Submission.

5. Select the **Confirm** button. The **Submit Success** screen (Figure 5) will be displayed, indicating that your petition to modify your Actuals values has been submitted to NSF successfully.

Submit Success

This report has successfully been submitted.

[Click here to return to the report](#)

Figure 5 Actuals C/U Report, Submit Success.

6. From the **Submit Success** screen, select the **Click here to return to the report** link to view the report. The **Actuals C/U Report, Resubmitted by PI** screen will be displayed (Figure 6).

Construction Report - FY 2006

[Click here to go back to reports list for FY 2006](#)

This report is currently in the **actuals** reporting cycle. This report has been resubmitted after acceptance. To view your resubmitted values, click on the link at the bottom of this page.

Project Name	Replacement Human Occupied Vehicle: A Phased Engineering Program to Build a New 6500-M Research Submersible						
Estimates Status	Complete	View Estimates Comments					
Actuals Status	Resubmitted by PI	View Actuals Comments					
Actuals Cycle Status Bar	<table border="1" style="width: 100%;"> <tr> <td style="width: 25%; background-color: #e0f0e0;">Work In Progress</td> <td style="width: 25%;">Submitted</td> <td style="width: 25%;">NSF Reviewing</td> <td style="width: 25%;">NSF Accepted</td> </tr> </table>			Work In Progress	Submitted	NSF Reviewing	NSF Accepted
Work In Progress	Submitted	NSF Reviewing	NSF Accepted				

Current Project Baseline Description		History Update Project Baseline
Current Profile Acceptance Date	Jun 15, 2006	
Estimated Project Completion Year	2010	
Estimated Total Cost (in Millions)	25.6	

Annual Reports

Fiscal Year	Planned Value (PV)	Actual Cost (AC)	Earned Value (EV)	Cost Variance	Schedule Variance	View Explanation
	(in currently approved project plan) (\$ in Mil.) (Project thru FY)	(\$ in Mil.) (Project thru FY)	(\$ in Mil.) (Project thru FY)	as a percent of Project Plan	as a percent of Project Plan	
2005	0.42	0.17	0.29	41.4%	-31%	
2006	1.41	6.34	5.33	-18.9%	278%	

[View Estimates Worksheet](#)

Planned Value Explanation:

Does not include the purchase of Titanium which may occur this year.

[View Actuals Worksheet](#)

Earned Value and Actual Cost Explanation:

Explain the Earned Value and Actual Cost

[Click here for Printable View](#)

[To view the resubmitted actuals for fiscal year 2006, click here](#)

[To change the estimates for fiscal year 2006, click here](#)

Figure 6 Actuals C/U Report, Resubmitted by PI.

The new actuals report status is *Resubmitted by PI*, and the newly submitted values are not shown in this report—only the prior values are there because the new report is awaiting NSF review and acceptance. Notice that the **To change the actuals for fiscal year *nnnn*, click here** link is removed and is replaced with the link **To view the resubmitted actuals for fiscal year *nnnn*, select here**. Select this link to view your report submission (Figure 7).

Change Actuals

Project Name: **Replacement Human Occupied Vehicle: A Phased Engineering Program to Build a New 6500-M Research Submersible**
Fiscal Year: **2006**

The actuals for this facility performance report have been submitted and accepted. In order to change the actuals, you must petition the Program Officer, using the form below. All changes are tracked by the system.

Earned Value:

Actual Cost:

Earned Value and Actual Cost Explanation:

Reason For Change:

Figure 7 Actuals C/U Report, Change Actuals screen.

The report resubmission is now awaiting NSF review. NSF will be notified of the resubmission and may either accept the new report or revert to the previous report.

See also:

- Construction/Upgrade Report
- View Construction/Upgrade Report

Resubmit an "Under Review" or "Complete" Construction/ Upgrade Report

- Construction/Upgrade Report Data
- Construction/Upgrade Report Baseline
- Submit a Construction/Upgrade Baseline for the First Year
- Construction/Upgrade Estimates Report
- Submit the Construction/Upgrade Estimate
- Submit a Construction Upgrade Estimates Report for the Second and Subsequent Year
- Construction/Upgrade Actuals Report
- Resubmit a Construction/Upgrade Report
- Resubmit a "Submitted" Construction/Upgrade Report

Earned Value

Earned Value Management for a Construction/Upgrade Report

Construction/Upgrade Reports introduces a new method for reporting project performance called Earned Value Management (EVM). EVM is an integrated system of project management and control that enables a Principal Investigator and/or Project Manager to monitor the progress of a project in terms of integrated cost, schedule, and technical performance measures. Earned Value Management is a methodology used to measure and communicate the real physical progress of a project, taking into account the work completed, the time taken, and the costs incurred to complete that work. Earned Value helps evaluate and control project risk by measuring project progress in monetary terms. Traditional project management practice tends to compare actual costs with planned expenditure, and confuses actual costs with actual progress. Actual costs are not necessarily a good measure of progress. EVM provides a third reference point that is an objective view of the status of the project, i.e. the value to the end goal of the work completed to date. This can be compared with both the planned expenditure and the actual costs to determine the performance to date and to give early indications of problems. EVM may also be used to enhance cost forecasting, risk management, and as the basis for payment against the project.

For EVM to be implemented, there must be a system that can accurately measure the following three fundamental factors:

- **Planned Value (PV)**, also known as the Budgeted Cost of Work Scheduled (BCWS), represents the estimated value in dollars of the work to be accomplished as scheduled throughout the project.
- **Earned Value (EV)**, also known as the Budgeted Cost of Work Performed (BCWP), represents the planned costs of the work allocated to the completed activities (or portions of activities) throughout the project.
- **Actual Cost (AC)**, also known as the Actual Cost of Work Performed (ACWP), represents the costs actually incurred in accomplishing the work performed throughout the project. The real costs of the work are charged against the completed activities (or portions of activities).

At the heart of EVM is the Work Breakdown Structure (WBS). The WBS is the hierarchical structure of a project starting with high-level objectives, extending downward to sub-objectives, and finally to the lowest level of the structure—the individual work packages. The WBS includes the corresponding schedules for each sub-element of the project. It is a consistent, visual framework that displays and defines the products as elements that relate to the end product. The schedules for the WBS should be planned to the work package level and organized and linked to form a coherent, integrated overall project. ***Earned Value is based on assigning a value to the activity upon completion of the work.*** Completion of the work must be determined by objective measures such as milestones or deliverables.

In managing projects, it is useful to track Earned Value along with planned and actual costs over time. The simplest progress reports comprise a basic tabulation of PV, EV, and AC and variances, which are measured in terms of resources such as man-hours or cost. **Any technical performance, schedule, or cost deviation from a specific project plan is called a “variance.”** Typical sources of variances are: failure of a technical design to meet performance specs; underestimating time to perform certain tasks or procure items; and underestimating cost of materials or services, for example using an outdated vendor quote.

The two types of variances are:

- **Cost Variance (CV)** – The difference between the amount of work completed (EV) and the amount that was actually expended (AC) for an element of work. A negative variance means that more money was spent for the work accomplished than was planned. Cost Variance is obtained by comparing actual cost with earned value:
Cost Variance = (Earned Value – Actual Cost)
- **Schedule Variance (SV)** – The difference between the amount of work completed and the estimated budget (PV) for an element of work. Any difference is called the Schedule Variance. Schedule Variance is obtained by comparing earned value with planned value:
Schedule Variance = (Earned Value – Planned Value)
- For GPRA reporting purposes (see Government Performance & Results Act Goals for more information on NSF's GPRA Goals), the CV and SV are then used to measure performance relative to the project plan.

This information is expressed as a percentage of the Planned Value.

- CV as a % of PV = (Earned Value – Actual Cost) / Planned Value
- SV as a % of PV = (Earned Value – Planned Value) / Planned Value

A "challenge" in using Earned Value is that you need to know the percentage of a task that has been completed. Projects with full Earned Value Management systems in place may use precise estimates to determine the percentage complete in accordance with methodologies approved by NSF. Projects that do not have full Earned Value Management systems implemented should determine the percentage by less precise means from project plans established for those tasks. These less precise means provide reduced visibility into project status and expose a project to greater risk*.

* At a minimum, for purposes of GPRA reporting only and not for project management, it is sufficient to label tasks that have not begun at 0% complete and task that have been completed at 100% complete. For incomplete tasks, the 50/50 rule is to be used: once begun, the task is assumed to be 50% complete and only when a task has been completed is the whole value earned until you have the capability to manage, track, and report more accurately the percentage of a task that has been completed to calculate Earned Value.

See also:

- Earned Value Management Scenarios
- Use the Worksheet
- Earned Value Management Summary

See also:

- An Introduction to the NSF Facility Performance Reporting System
- Operations Reports
- Construction/Upgrade Report

Earned Value Management Scenarios

The following scenarios demonstrate the basics of Earned Value. The calculations, described below, are necessary for GPRA reporting purposes:

- Cumulative planned value of the tasks in a work breakdown schedule (WBS) (or similar project schedule).
- Cumulative earned value of the work performed for the tasks in the WBS (or similar project schedule).
- Cumulative actual cost of the tasks in the WBS (or similar project schedule).

The following four scenarios, below, provide a running example of a development project beginning with reporting for Year 3 through Year 6. The purpose of the scenarios is to illustrate changes in project work performed as a function of time, schedule, and cost and how that impacts a project's ability to meet the FY 2003 GPRA goals.

Scenario 1: The development project is in the third year of production. The project is on target relative to cost and schedule.

Table 1 below describes the cumulative cost and schedule performance according to the project plan for Year 3. For this reporting period, the project planned to expend \$20,000 (planned value), but actually expended \$20,067 (actual cost). However, cost and schedule alone do not indicate the amount of work performed. As the cumulative total for earned value indicates, 100% of the planned value or \$20,003 of work (earned value) was accomplished.

Table 1 Cost/Schedule Performance (cumulative) Year 3 Data

Task	Planned Value	Earned Value	Actual Cost	Schedule Variance	SV as % of PV	Cost Variance	CV as % of PV
Design	\$3,500.00	\$3,471.00	\$3,495.00	-\$29.00	-0.8%	-\$24.00	-0.7%
Procurement	\$4,280.00	\$4,211.00	\$3,790.00	-\$69.00	1.6%	\$421.00	9.8%
Construction	\$7,520.00	\$7,320.00	\$8,100.00	-\$200.00	-2.7%	-\$780.00	-10.4%
Test	\$2,700.00	\$3,100.00	\$2,600.00	\$301.00	11.2%	\$401.00	14.9%
Management	\$2,000.00	\$2,000.00	\$2,082.00	\$0.00	0.0%	-\$82.00	-4.1%
Cumulative Total (Year 3)	\$20,000.00	\$20,003.00	\$20,067.00	\$3.00	0.0%	-\$64.00	-0.3%

The SV and CV are \$3 and -\$64 respectively. As performance indicates, the SV as a % of PV is on schedule at 0.0% while the CV as a % of PV is slightly behind at 0.3%. Relative to the total project, you, as the project manager, recognize slight variances, but can also attribute the increase in actual cost to a price increase in supplies. You will monitor this more closely as the project continues. Overall, you are on schedule and on budget.

You have successfully met the GPRA Goal for Construction/Upgrade projects, because the negative schedule and cost variances as percentages of the planned value were kept to less than 10 percent of the approved project plan.

Figure 1 illustrates the cumulative total of PV, EV, and AC for Year 3.

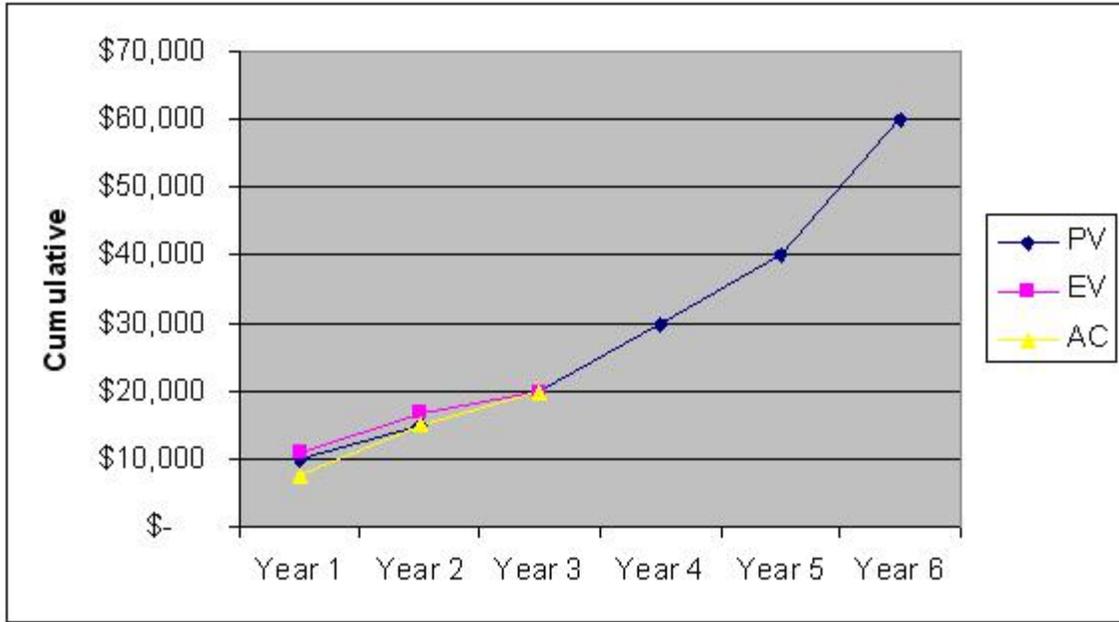


Figure 1 Cost/Schedule Performance (cumulative) Year 3 Graph.

Scenario 2: The development project is in the fourth year of production. The project is behind schedule while spending is on target.

Table 2 below identifies the cumulative cost and schedule performance by tasks in the project plan for Year 4. For this reporting period, the project planned to expend \$30,000 (planned value), but actually expended \$22,199 (actual cost). As the cumulative total for earned value indicates, 75% of the planned value or \$22,440 of work (earned value) has been performed.

Table 2 Cost/Schedule Performance (cumulative) Year 4 Data

Task	Planned Value	Earned Value	Actual Cost	Schedule Variance	SV as % of PV	Cost Variance	CV as % of PV
Design	\$4,000.00	\$3,800.00	\$3,700.00	-\$200.00	-5.0%	\$100.00	2.5%
Procurement	\$5,900.00	\$4,211.00	\$4,200.00	-	-28.6%	\$11.00	0.2%
Construction	\$9,800.00	\$8,320.00	\$8,200.00	-	-15.1%	\$120.00	1.2%
Test	\$6,100.00	\$3,001.00	\$2,999.00	-	-50.8%	\$2.00	0.0%
Management	\$4,200.00	\$3,108.00	\$3,100.00	-	-26.0%	\$8.00	0.2%
Cumulative Total (Year 4)	\$30,000.00	\$22,440.00	\$22,199.00	-	-25.2%	\$241.00	0.8%

In this scenario, the SV and CV are \$-7,560 and \$241 respectively. As performance indicates, the SV as a % of PV is behind schedule at 25.2% while the CV as a % of PV is on budget at 0.8%. Since your last report for Year 3, there were a number of tasks to be accomplished. As the project manager, you expended (actual cost) almost as much as the amount of work that was performed (earned value) indicating that you spent what you thought the tasks would cost. However, the project did not accomplish as many of the tasks that were planned, thus, the project is behind schedule. You have not successfully met the GPRA Goal for Construction/Upgrade projects, because the negative schedule variance, as a percentage of the planned value was not kept to less than 10 percent of the approved project plan.

Figure 2 illustrates the cumulative total of PV, EV, and AC for Year 4.

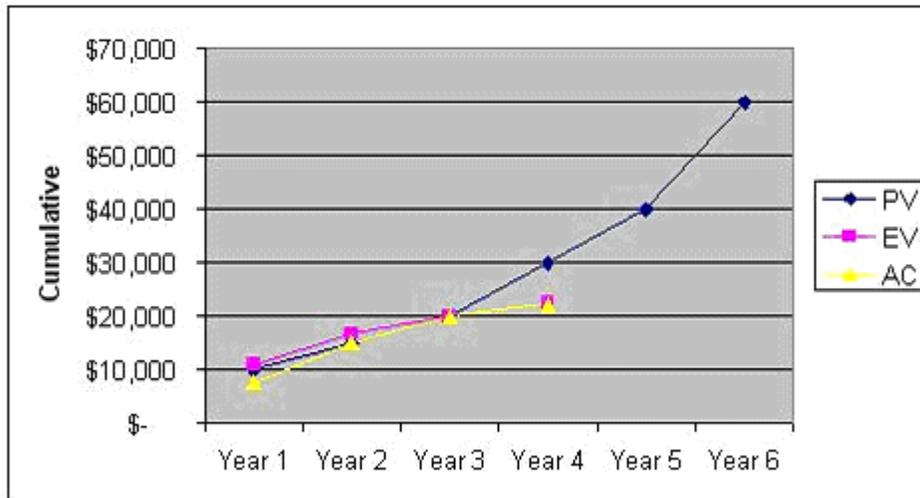


Figure 2 Cost/Schedule Performance (cumulative) Year 4 Graph.

Scenario 3: The development project is in the fifth year of production. The project is ahead of schedule and has a cost overrun.

Table 3 below identifies the cumulative cost and schedule performance by tasks in the project plan for Year 5. For this reporting period, the project planned to expend \$40,000 (planned value), but actually expended \$46,169 (actual cost). As the cumulative total for earned value indicates, 108% of the planned value or \$43,200 of work (earned value) has been performed.

Table 3 Cost/Schedule Performance (cumulative) Year 5 Data

Task	Planned Value	Earned Value	Actual Cost	Schedule Variance	SV as % of PV	Cost Variance	CV as % of PV
Design	\$5,000.00	\$5,200.00	\$5,500.00	\$200.00	4.0%	-\$300.00	-6.0%
Procurement	\$7,900.00	\$8,100.00	\$9,100.00	\$200.00	2.5%	\$1,000.00	-12.7%
Construction	\$12,100.00	\$15,000.00	\$14,768.00	\$2,900.00	24.0%	\$232.00	1.9%
Test	\$7,100.00	\$7,500.00	\$7,800.00	\$400.00	5.6%	-\$300.00	-4.2%
Management	\$7,900.00	\$7,400.00	\$9,001.00	-\$500.00	-6.3%	\$1,601.00	-20.3%

Cumulative Total (Year 5)	\$40,000.00	\$43,200.00	\$46,169.00	\$3,200.00	8.0%	-	-7.4%
						\$2,969.00	

In this scenario, the SV and CV are \$3,200 and -\$2,969 respectively. As performance indicates, the SV as a % of PV is ahead of schedule at 8.0% while the CV as a % of PV is not on budget at 7.4%. As the project manager, you expended (actual cost) more than the value of the work performed (earned value), indicating that there is a cost overrun. However, the amount of work performed (earned value) for this period exceeded the project plan (planned value), indicating that the project is ahead of schedule.

You have successfully met the GPRA Goal for Construction/Upgrade projects because the negative schedule and cost variances as percentages of the planned value were kept to less than 10 percent of the approved project plan.

Scenario 4: The development project is in the sixth year of production. The project is behind schedule and has a cost overrun.

Table 4 below presents the cost and schedule performance according to the project plan for Year 6. For this reporting period, the project planned to expend \$60,000 (planned value), but actually expended \$62,640 (actual cost). As the cumulative total for earned value indicates, 89% of the planned value or \$53,252 of work (earned value) has been performed.

In this scenario, the SV and CV are -\$6,748 and -\$9,388 respectively. As performance indicates, the SV as a % of PV is behind schedule at 11.3% while the CV as a % of PV is over budget at 15.7%. As the project manager, you expended (actual cost) more than the value of the work performed (earned value), indicating that there is a cost overrun. In addition, the amount of work performed (earned value) for this period was less than the project plan (planned value), indicating that the project is behind schedule.

Table 4 Cost/Schedule Performance (cumulative) Year 6 Data

Task	Planned Value	Earned Value	Actual Cost	Schedule Variance	SV as % of PV	Cost Variance	CV as % of PV
Design	\$10,100.00	\$9,800.00	\$12,019.00	-\$300.00	-3.0%	-	-22.0%
Procurement	\$9,200.00	\$7,000.00	\$9,100.00	-	-23.9%	-	-22.8%
Construction	\$16,100.00	\$14,799.00	\$14,768.00	-	-8.1%	\$31.00	0.2%
Test	\$9,933.00	\$8,999.00	\$9,999.00	-\$934.00	-9.4%	\$1,000.00	-10.1%
Management	\$14,667.00	\$12,654.00	\$16,754.00	-	-13.7%	-	-28.0%
Cumulative Total (Year 6)	\$60,000.00	\$53,252.00	\$62,640.00	-	-11.3%	-	-15.7%
				\$6,748.00		\$9,388.00	

In this scenario, the SV and CV are -\$6,748 and -\$9,388 respectively. As performance indicates, the SV as a % of PV is behind schedule at 11.3% while the CV as a % of PV is over budget at 15.7%. As the project manager, you expended (actual cost) more than the

value of the work performed (earned value), indicating that there is a cost overrun. In addition, the amount of work performed (earned value) for this period was less than the project plan (planned value), indicating that the project is behind schedule.

You have not successfully met the GPRA Goal for Construction/Upgrade projects, because the negative schedule and cost variances as percentages of the planned value were not kept to less than 10 percent of the approved project plan.

For your reference, an actual example from an NSF facility project is provided. In this example, you will view two Cost Schedule Status Reports as of November 1998 (Figure 3) and August 2001 (Figure 4).

Reporting Level Work Breakdown Structure	Cumulative To Date					At Completion		
	Budgeted Cost of Work Scheduled (BCWS)	Budgeted Cost of Work Performed (BCWP)	Actual Cost of Work Performed (ACWP)	Schedule Variance (2-1)	Cost Variance (2-3)	Budget-at-Completion (BAC)	Estimate-at-Completion (EAC)	Variance-at-Completion (6-7)
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1.1.1 Vacuum Equipment	43,529	43,173	41,923	-356	1,250	43,532	43,897	-365
1.1.2 Beam Tubes	46,423	47,137	46,251	714	886	47,203	47,231	-28
1.1.3 Beam Tube Enclosure	19,991	19,933	19,418	-58	515	19,991	19,487	504
1.1.4 Facility Design & Construction	51,943	52,390	51,244	447	1,146	52,460	52,488	-28
1.1.5 Beam Tube Bake	3,169	2,939	3,153	-230	-214	4,879	5,384	-505
1.2 Detector	50,990	41,227	34,890	-9,763	6,337	57,304	56,628	676
1.3 Research & Development	23,490	23,490	21,342	0	2,148	23,490	23,470	20
1.4 Project Office	29,323	29,323	27,563	0	1,760	34,310	34,440	-130
Subtotal	268,858	259,612	245,784	-9,246	13,828	283,169	283,025	144
Contingency						8,931	9,075	-
Total	268,858	259,612	245,784	-9,246	13,828	292,100	292,100	0

Figure 3 Cost Schedule Status Report (CSSR); Period End Date: November 1998.

Reporting Level Work Breakdown Structure	Cumulative To Date					At Completion		
	Budgeted Cost of Work Scheduled (BCWS)	Budgeted Cost of Work Performed (BCWP)	Actual Cost of Work Performed (ACWP)	Schedule Variance (2-1)	Cost Variance (2-3)	Budget-at-Completion (BAC)	Estimate-at-Completion (EAC)	Variance-at-Completion (6-7)
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1.1.1 Vacuum Equipment	43,970	43,970	44,047	0	-77	43,970	44,047	-77
1.1.2 Beam Tubes	46,967	46,967	47,004	0	-37	46,967	47,004	-37
1.1.3 Beam Tube Enclosure	19,338	19,338	19,338	0	0	19,338	19,338	0
1.1.4 Facility Design & Construction	55,288	54,856	54,856	-432	0	58,501	58,501	0
1.1.5 Beam Tube Bake	5,695	5,695	5,570	0	125	5,695	5,570	125
1.2 Detector	59,530	59,130	57,842	-400	1,288	59,530	59,359	171
1.3 Research & Development	22,089	22,089	22,151	0	-62	22,089	22,151	-62
1.4 Project Office	32,670	31,838	31,838	-832	0	35,509	35,450	59
Subtotal	285,547	283,883	282,646	-1,664	1,237	291,599	291,420	179
Contingency						501	680	-
Total	285,547	283,883	282,646	-1,664	1,237	292,100	292,100	0

Figure 4 Cost Schedule Status Report (CSSR); Period End Date: August 2016.

The terms of the two examples are defined as follows:

- **BCWS:** Budgeted Cost of Work Scheduled = Planned Value
- **BCWP:** Budgeted Cost of Work Performed = Earned Value

- **ACWP:** Actual Cost of Work Performed = Actual Cost
- **BAC:** Budgeted Actual Cost is the baseline budget plus any approved budget revisions for the total project.
- **EAC:** Estimated Actual Cost is the estimated budget to complete the total project, taking into account the most up to date information on tasks remaining to be carried out and current estimates of funding that will be needed to complete them.

These examples show how budget elements evolve during the course of the project, including expenditures to date, variances, and costs at completion. Notice, for example, that budget element 1.1.3 was in fact closed out in the period between the two reports. Notice, too, that the contingency drops as the project approaches completion. This is as it should be as fewer budget items remain to be completed.

A cumulative project cost and schedule are shown in Figure 5.

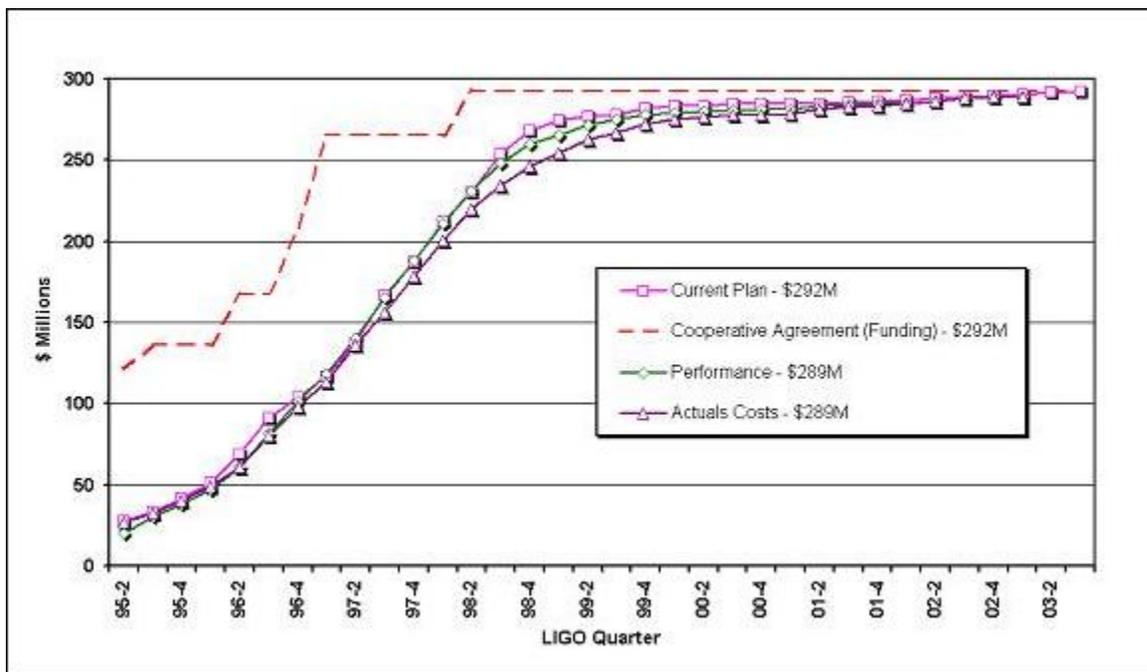


Figure 5 Cumulative Project Costs and Schedule.

Earned Value Management Worksheet

The Earned Value Management Worksheet (Figure 6) must be used to compute your planned value and earned value in the Construction/Upgrade Report. For more instructions on how to use the worksheet see [Use the Worksheet](#).

Earned Value Management Worksheet

The Earned Value Management Worksheet is a tool to help Principal Investigators calculate the data needed to complete construction/upgrade reports. Beginning in Fiscal Year 2003, the National Science Foundation has decided to track the progress of Construction/Upgrade projects using Earned Value Management. This requires PIs to enter in the Planned Value for their projects in the beginning of the fiscal year, and then enter the Actual Cost and Earned Value for these projects at the end of the reporting year.

Currently, you are required to enter in a Planned Value through FY 2006.

When entering the Planned Value through FY 2006, please note that you are entering a dollar amount for the total planned value of the project through the end of the government fiscal year, September 30, 2006. This value is cumulative over the lifetime of the project; it must include the Planned Value for all tasks in this project prior to Sept. 30, 2006.

The following worksheet collects information on distinct tasks within the project and calculates the total planned value. Based on the total cost of the task and the percent complete of the task expected to be complete at the end of this fiscal year, the planned value for each task will be calculated. The cumulative Planned Value for the project can then be calculated and reported to NSF. This number must then be inserted into the construction/upgrade estimates report by clicking on the 'Insert' button.

<u>Task Number</u>	<u>Task Name</u>	<u>Planned Total Cost of Task</u>	<u>Expected Percentage of Task to be Completed</u>	<u>Task Planned Value (Calculated)</u>	<u>Action</u>
1	science system integrat	\$5.6 M	65%	\$3.64 M	Delete
2					Calculate

Note that the **Calculate** button **must** be clicked in order to completely add/update a task and calculate the total planned value(s).

To calculate the total Planned Value, Click [Here](#)

The total Planned Value for this project is **\$ 3.64 M**

To enter this value into the report and close this worksheet, click this [Insert](#) button when finished.

Note: The "Insert" button must be clicked to submit this value.



Figure 6 Earned Value Management Worksheet.

See also:

- Earned Value Management for a Construction/Upgrade Report
- Use the Worksheet
- Earned Value Management Summary

Use the Worksheet

You must use the Earned Value Management Worksheet (Figure 1) to compute your Planned Value, which will describe the cumulative Planned Value for the project through the end of the Federal fiscal year. To open the worksheet, select the Open Estimates Worksheet button.

Earned Value Management Worksheet

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1 Task Number	2 Task Name	3 Planned Total Cost of Task	4 Expected Percentage of Task to be Completed	5 Task Planned Value (Calculated)	6 Action
1	science system integrat	\$5.6 M	65%	\$3.64 M	7 Delete
2					8 Calculate

Note that the **Calculate** button **must** be clicked in order to completely add/update a task and calculate the total planned value(s).

To calculate the total Planned Value, Click **8 Here**
The total Planned Value for this project is **\$ 3.64 M**

To enter this value into the report and close this worksheet, click this **9 Insert** button when finished.

Note: The "Insert" button must be clicked to submit this value.

10  Download to Excel

Figure 1 Earned Value Management Worksheet. The items encircled in red with little numbers are described in the paragraphs below.

The worksheet contains the following elements which are marked by number in Figure 1:

1. **Task Number**—An automatically generated sequence number for keeping track of the entered tasks in the EVM worksheet. **Note:** *If the worksheet is reopened, the tasks will be sorted alphabetically.*
2. **Task Name**—A name for the task to keep the tasks straight.

3. **Planned Total Cost of Task**—The dollar amount (in millions) expected to completely finish this task.
4. **Expected Percentage of Task to be Completed**—The expected percentage of this task that will be completed by the end of the fiscal year.
5. **Task Planned Value (Calculated)**—The planned value represents the estimated value in (millions of) dollars of the work to be accomplished as scheduled for this task.
6. **Action**—The action to perform on the data.
7. **Delete**—This button will delete the information for that task.
8. **Calculate / Here**—These buttons will calculate (or recalculate) all tasks.
9. **Insert**—This button will close the window, and insert the calculated value into the *Planned Value* field of the Estimates Report. NOTE: If you select this button before you calculate new or edited tasks, all additions or changes will be lost.
10. **Download to Excel**—This button will open a download dialog box and let you download the data as an Excel spreadsheet. NOTE: Changing data in a downloaded spreadsheet will NOT change the *Planned Value* field of the Estimates Report.

The following steps show how to add tasks:

1. In the **Task Name** box, type a descriptive task name.
2. In the **Planned Total Cost of Task** box, type the total cost to complete the task.
3. In the **Expected Percentage of Task to be Completed** box, enter how much of the task will be completed at the end of the fiscal year.
4. In the **Select the Calculate button** box, the calculated Task Planned Value will be calculated and displayed. A new task row will also be displayed.
5. Repeat each of the above steps to create as many tasks as required.
 - To edit a task, modify the data and select either the **Calculate** or the **Here** button.
 - To delete a task, select the **Delete** button for the appropriate task.

Once all tasks have been added and calculated, select the **Insert** button. The window will be closed and the calculated value will be inserted into the *Planned Value* field of the Estimates Report.

See also:

- Earned Value Management for a Construction/Upgrade Report
- Earned Value Management Scenarios
- Earned Value Management Summary

Earned Value Management Summary

Earned Value Management is a management technique that relates technical performance to associated cost and schedule, measures actual work progress, and states the value of work completed in dollars. In the 1960s, the Department of Defense (DoD) established 35 Cost/Schedule Control Systems Criteria (C/SCCS) in response to the high risks to the Federal Government as a result of the contracting environment. In the mid-1990s, DoD rewrote the C/SCCS to accommodate project management in the private sector, updated the criteria from 35 to 32, and renamed it Earned Value Management.

Since then, many public and private sector projects have used Earned Value Management. Today, not only do federal agencies use earned value indices, private industry project managers have incorporated Earned Value in quarterly and yearly reporting. Earned Value focuses on the accurate measurement of project performance against a detailed plan to allow for the accurate prediction of final costs and schedule for a given project.

Overall, Earned Value Management is not difficult to implement, and in fact, many project managers use some form of earned value in their daily routines and are not aware that they are employing the concept. For example, most construction-type projects will have someone responsible for taking the time to verify work that was actually accomplished on invoices being processed to pay the supplier. This is a simple form of Earned Value. More importantly, Earned Value Management provides project managers with a tool to take the necessary corrective action when a project is spending more money than the work it is accomplishing. In conclusion, Earned Value Management emphasizes disciplined project planning, integrates performance, cost and schedule elements, provides cost and schedule metrics, enables trend analysis to predict performance, and informs decision-makers.

See also:

- Earned Value Management for a Construction/Upgrade Report
- Earned Value Management Scenarios
- Use the Worksheet