



Department of Energy
Washington, DC 20585

November 27, 2007

MEMORANDUM FOR DISTRIBUTION

FROM:


STEVE ISAKOWITZ
CHIEF FINANCIAL OFFICER

SUBJECT: FY 2007 Research and Development Data Call

NA-60 has concurred on this document.

The call for Research and Development (R&D) data was initiated in 1995 by the White House Office of Science and Technology Policy (OSTP). Since 1995, the Department's laboratories have sent their annual R&D data to the Office of Scientific and Technical Information (OSTI) for processing and loading into a Department of Energy (DOE)-wide database. This data is vital to maintaining the Department's credibility in managing our multi-billion dollar R&D effort. The data is used to:

- Better manage R&D expenditures and related technical information deliverables at the project level;
- Facilitate the Department's tracking of R&D expenditures;
- Respond to external requirements and commitments; and
- Reduce the time and effort required to respond to ad hoc R&D requests.

The attached guidance provides the data specifications for each R&D category. There are no submission requirement changes from the FY 2006 data call. The data, in the format specified in the attached guidance, is due to OSTI by January 22, 2008. OSTI provides an R&D Web site to allow automated XML upload or Web form entry of R&D Tracking data. Once loaded the data will be available for review and update by the Program Secretarial Offices. The Department will then forward this updated data to the OSTP by March 12, 2008.

Meeting this schedule will require a dedicated effort across the Department; but, as outlined above, the benefits are well worth the effort. Therefore, I am asking for your continued support in responding to this data call. Also, I want to extend my thanks to both you and your staff, not only for last year's efforts, but also, in advance, for this year's.

If you have questions or need assistance, please contact Cathy Lorah, Office of Corporate Information Systems, on (301) 903-0546.

Attachment

