# Project Kick-off Webinar Agenda

<table>
<thead>
<tr>
<th>Speaker</th>
<th>Topic</th>
<th>Time Allotted</th>
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<tbody>
<tr>
<td>Nabil Nasr, CEO, The REMADE Institute</td>
<td>Welcome</td>
<td>5 Minutes</td>
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<td>Magdi Azer, Chief Technology Officer, REMADE</td>
<td>Purpose of the Webinar, and Outline of Presentations</td>
<td>5 Minutes</td>
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<td>Brian Riise, Project Manager</td>
<td>Project Management and Reporting</td>
<td>20 Minutes</td>
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<tr>
<td>Brian Riise, Project Manager</td>
<td>Publications, Intellectual Property and Incident Reporting</td>
<td>5 Minutes</td>
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<tr>
<td>Michael Scannella, Financial Analyst</td>
<td>Financial Reporting and Invoicing</td>
<td>20 Minutes</td>
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<tr>
<td>Magdi Azer, Chief Technology Officer, REMADE</td>
<td>Wrap up</td>
<td>5 Minutes</td>
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NOTICE

The official start date for your project will be the date that your subaward agreement is executed. You may request to start your project “at risk” subject to execution of the subaward agreement. IF you start “at-risk” and your subaward agreement is not executed by May 31, 2019, you will NOT be reimbursed for any project costs incurred and cost-share incurred will NOT be allowable.
Objectives for Today’s Kick-of Meeting

• Summarize project management—How will progress on your project be monitored and evaluated.
• Project Reporting requirements and schedule.
• Financial Reporting and Invoicing
• Respond to initial questions.
Project Management

• REMADE is the “reporting entity” for all projects. All reports are to be submitted to REMADE.

• The designated REMADE Project Manager for your project will either be Ed Daniels or Brian Riise. All reporting requirements for the project (other than invoicing and associated back-up documentation) should be submitted to the Project Manager who will then arrange distribution as appropriate.

• Invoices (and associated back-up budget documentation) should be submitted directly to Mary Jo Johnson (REMADE Director of Finance) or her designee.

• The document that will be used as the baseline to monitor your technical progress towards the goals of your project is the approved SOPO.

• The approved budget (EERE 335.1) will be the reference document for financial reporting requirement. A project spend plan (with expected quarterly spending) will be developed from the EERE 335.1, and actual quarterly spending will be tracked against the spend plan.

• Any significant modifications to either the SOPO or Budget documents will require authorization from REMADE and would be subject to review and approval by REMADE and DOE.
Project Performance Reporting Requirements

- Bi-weekly reviews with the Project Manager
- Monthly Status Report
- Quarterly Status Report
- TLC Technical Review (quarterly as scheduled by REMADE)
- Project Manager Review (quarterly by the REMADE Project Manager in collaboration with the Node Lead)
- Annual Technical Report (for projects longer than 12 months)
- Final Technical Report
- Documentation of Publications
- Intellectual Property (IP) Reporting
- Incident Reports (if necessary)
- You may be asked to give presentations or posters at the REMADE Annual Meeting and REMADE Peer Review
Bi-weekly reviews with the Project Manager

• Teleconference every two weeks at a scheduled time

• Discussion topics
  • Latest progress and upcoming activities
  • Review of submitted progress reports, Milestones and Go/No-Go Decisions
  • Reminders for upcoming reporting

• Attendance
  • PI and PM attend
  • Addition attendees may include REMADE (CTO, node leads or other project managers), DOE or other members of the project team
Monthly Status Report

• Word document template supplied to each project team by REMADE

• Includes updates to task progress, publications, risks, milestones, etc. in the month of interest

• Deliverables and documentation of milestones and GO/NO-GO decision points included in Appendices

• Not required in months of Quarterly Status Reports

• Due by 15\textsuperscript{th} of the month following the reporting period (e.g. report covering January would be due February 15)

Milestone and Go/No-Go Decision Schedules: If schedules need to be adjusted for Milestones or Go/No-Go Decisions; this should be done \textbf{BEFORE} the due date of the Milestone or Decision.

Quarterly Status Report

- Word document template (same as for Monthly Status Report) supplied to each project team by REMADE
- In addition to topics covered in the Monthly Status Report, this report includes tracking of spending compared with budget (spend plan)
- Deliverables and documentation of milestones and GO/NO-GO decision points included in Appendices
- Due by 15th of the month following the reporting period (e.g. report covering January-March would be due April 15)
TLC Technical Review (quarterly as scheduled by REMADE)

• PowerPoint template provided by REMADE to each project team
• Content similar to most recent quarterly/monthly status reports
  o Project objectives
  o List high level subtasks and milestones
  o Technical highlights and validation of recently completed milestones
  o Updated project risks
  o Updated budget progress
• Teleconference presentation (15 minute maximum) to REMADE Technical Leadership Committee (TLC)
• Completed slides are due 5 business days prior to the review

Project Manager Quarterly Review

• REMADE Project Manager completes and returns to the PI after review by Node Lead and approval by the REMADE CTO

• Purpose is to provide feedback (quarterly) to each project team and to make any necessary adjustments for poorly performing projects

• Recommendation is based on project progress, achievement of Milestones and G/NG and adherence to the budget as discussed in the TLC review

• Recommendations include:
  o Proceed as planned
  o Requirement for minimum performance targets to be achieved by the next quarterly TLC Technical Review
  o Withhold funding
  o No-cost time extension
  o Project termination

• Annual Technical Report (for projects longer than 12 months)
  • Template provided by REMADE which includes some status updates, but primarily focused on technical content and written in a comprehensive way as would be suitable for publication
  • Due 45 days after the completion of the first 12 months of the project

• Final Technical Report
  • Same type of content and template to the Annual Technical Report, but covering the entire project
  • Due 45 days after the completion of the project
Documentation of Publications

• Publications are subject to approval by REMADE prior to release. Publications shall be submitted to REMADE at least 30 days in advance of the proposed publication date
• REMADE will require acknowledgement on all publications. (see next slide)
• A PDF of manuscript is to be submitted to REMADE within 5 days of the acceptance of any journal article or conference paper
• Publications, specifically journal articles and conference papers, are required to be archived at OSTI; REMADE will archive your publications at OSTI
Acknowledgement and Disclaimer in Publications

Project teams are required to include the following acknowledgement and disclaimer in all publications arising out of, or relating to, work performed under this Award, whether copyrighted or not:

• **Acknowledgment:** “This material is based upon work supported by the U.S. Department of Energy’s Office of Energy Efficiency and Renewable Energy (EERE) under the Advanced Manufacturing Office Award Number DE-EE0007897.”

• **Disclaimer:** “This report was prepared as an account of work sponsored by an agency of the United States Government. Neither the United States Government nor any agency thereof, nor any of their employees, makes any warranty, express or implied, or assumes any legal liability or responsibility for the accuracy, completeness, or usefulness of any information, apparatus, product, or process disclosed, or represents that its use would not infringe privately owned rights. Reference herein to any specific commercial product, process, or service by trade name, trademark, manufacturer, or otherwise does not necessarily constitute or imply its endorsement, recommendation, or favoring by the United States Government or any agency thereof. The views and opinions of authors expressed herein do not necessarily state or reflect those of the United States Government or any agency thereof.”

Intellectual Property (IP) Reporting Requirements

• REMADE IP management form for background IP and subject inventions; the IP management plan should be updated to reflect subject inventions
• Invention Reports, for subject inventions, and subsequent IP actions related to those inventions are to be reported to REMADE
• There are no formal reporting formats for invention reports and IP actions---information supplied by the recipient in the format used by your institution should be sufficient. This information will be entered by REMADE into the iEdison database maintained for DOE
• Invention Reports are to be submitted to REMADE within 30 days of the report
• All other IP actions related to the invention are to be reported within 5 days of the action. Reportable actions are listed on the next page.
Reportable IP Actions

(1) Disclosing a subject invention, including anticipated uses and sales

(2) Reporting publications, manuscript submissions, or other public disclosures concerning a subject invention (add documents to the Invention Report);

(3) Electing (or declining) to retain title to a subject invention (modify the Invention Report and input "Title Election Date" or "Not Elect Title Reason");

(4) Disclosing the filing or termination of patent applications on a subject invention (i.e., patent applications disclosing or claiming a subject invention). Patent disclosures must be made for filing the following patent applications:
   - An initial domestic patent application (including provisional or non-provisional);
   - A domestic divisional or continuation patent application;
   - A domestic continuation-in-part application; and
   - A foreign patent application.

(5) Discontinuing prosecution of a patent application, maintenance of a patent, or defense in a patent reexamination or opposition proceeding, regardless of jurisdiction (modify the Patent Report);

(6) Requesting an extension of time to:
   - Elect (or decline) to retain title to a subject invention (modify the Invention Report); and
   - File an initial domestic or foreign patent application (modify the Invention Report).
Incident Reporting

• During the course of the project, any incidents that occur are to be reported to REMADE
• Incidents should be reported not later than 5 days after the incident
• There is no format, but we suggest a phone call to your Project Manager (leave a message, if no answer, with your name, REMADE project number, and nature of the incident) followed up with an e-mail
• Reportable incidents are listed on the next page.
Reportable Incidents

1. Any notices or claims of patent or copyright infringement arising out of or relating to the performance of the EERE Award;
2. Refusal of a Subrecipient to accept flow down requirements in the Special Terms and Conditions and/or any Attachment to the EERE Award
3. Potential or actual violations of federal, state, and municipal laws arising out of or relating to work under the Award;
4. Any improper claims or excess payments arising out of or relating to work under the Award;
5. Potential or actual violations of the cost share requirements under the Award;
6. Potential or actual noncompliance with EERE or DOE reporting requirements under the Award;
7. Potential or actual violations of the lobbying restrictions in the Award;
8. Potential or actual bankruptcy/insolvency of the Prime Recipient or Subrecipient;
9. Potential or actual violation of U.S. export control laws and regulations arising out of or relating to the work under the Award;
10. Any fatality or injuries requiring hospitalization arising out of or relating to work under the Award;
11. Potential or actual violations of environmental, health, or safety laws and regulations;
12. Any event which is anticipated to cause a significant schedule slippage or cost increase;
13. Any damage to Government-owned equipment in excess of $25,000;
14. Any incident arising out of or relating to work under the Award that has the potential for high visibility in the media.
Project Close-Out Reports

• Project Close-out reports are due within 45 days of the termination or expiration of the project

• Close-out Reports include:
  o Final Technical Report
  o Invention Certification DOE F 2050.11 (Certification that procedures for reporting inventions have been followed)
  o Final Property Report SF-428 & SF428B (Disposition of any equipment purchased with Federal funds)
# Project Performance Reporting Requirements for Exploratory Project

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- **Project Duration**
  - X

- **Biweekly reviews**
  - M1 (Jun 15)
  - M2 (July 15)
  - M3
  - M4 (Sept 15)
  - M5 (Oct 15)
  - M6
  - M7 (Dec 15)
  - M8 (Jan 15)
  - M9
  - M10 (Mar 15)
  - M11 (Apr 15)
  - M12
  - M13
  - M14

- **Monthly Status Report**
  - M1
  - M2
  - M3
  - M4
  - M5
  - M6
  - M7
  - M8
  - M9
  - M10
  - M11
  - M12
  - M13

- **Quarterly Status Report**
  - Q1 (Aug 15)
  - Q2 (Nov 15)
  - Q3 (Feb 15)
  - Q4 (Mar 15)

- **TLC Technical Review**
  - Week of July 22
  - Week of Oct 21
  - Week of Jan 20
  - Week of Apr 20

- **Annual Technical Report (N/A)**

- **Project Close-out Reports**
  - (Final Technical Report, DOE F 2050.11, SF-428, SF-428B)

- **Other reporting, as required (publications, IP, Incidents)**

## Project Performance Reporting Requirements for Full (24 month) Project

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Questions About Project Management & Reporting And Publications, Intellectual Property and Incident Reporting?
REMADE Project Financial Reporting and Invoicing

• Definitions
• Preparation of Project Spend Plan
• Preparing information for the Quarterly Status Report
• Flow of Money (flow to national labs, FWP) and Invoicing
• FAQs
Definitions

- **EERE 335.1:** The budget form from the DOE that was developed in the project negotiation process. Each organization in the project team (even if no funding or cost-share is involved) must prepare an EERE 335.1. The information from the subrecipients is rolled up into the EERE 335.1 for the project lead organization.

- **Federal:** The amount of funding provided to project team by the DOE (via REMADE). REMADE can only reimburse project teams up the amount of documented cost-share. Comparison is based on cumulative cost-share in each REMADE budget period.

- **Cost-share:** The amount of project funding provided by project team members.

- **Total Costs:** The total amount spent on the project, including Federal and Cost-Share.

- **REMADE Budget Periods:** REMADE is currently in BP2 and will begin BP3 on June 1. EERE 335.1 and SOPOs are written to conform to REMADE budget periods.

- **Project Months/Quarters:** These are months/quarters starting from the beginning of the project. For example, a 12 month project starting May 1 would have a Q1 going from May through July. The Q2 for the project would start in August.
Preparation of Project Spend Plan

• Project spend plan is used by REMADE to track the expected amount of reimbursement for each project
• Project spend plan will help ensure that cost-share meets or exceeds federal spending.
• Project Spend Plan is derived from the EERE 335.1
  o Provide details of expected monthly spending (federal and cost share)
  o Project lead recipient is responsible for rolling up spending for entire project team and ensuring that cost-share meets or exceeds federal spending in each REMADE budget period.
• Project spend plan and results are reported in Quarterly Status Reports (or Monthly Status Reports if invoicing more frequently than quarterly is planned)
## Summary Page of EERE 335

### Project Spend Plan

<table>
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<tr>
<th>REMADE BP/ Month</th>
<th>BP2/ M12</th>
<th>BP2/ M13</th>
<th>BP2/ M14</th>
<th>BP3/ M1</th>
<th>BP3/ M2</th>
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Preparing Information for the Quarterly Status Report

- Background Info from Project Spend Plan information is copied into the “expected” federal and cost share columns in the spreadsheet (see green cells)

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<th>Actual Quarterly Expenditures (exc. Cost-share), $K</th>
<th>Cumulative Actual Expenditures (exc. Cost-share), $K</th>
<th>Expected Quarterly Cost-share, $K</th>
<th>Actual Quarterly Cost-share, $K</th>
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<td>550</td>
<td>257</td>
<td>550</td>
<td>365</td>
<td>365</td>
<td>365</td>
</tr>
</tbody>
</table>

- Determine actual Federal and Cost Share and enter data (see yellow cells above)
- Copy the above info as a table in the Quarterly Status Report
- Copy the graph in the spreadsheet into the Quarterly Status Report and Quarterly Technical Review
Subrecipient Expense Form - Introduction

• Invoice Supporting Documentation must be completed and submitted with every invoice (DOE will review these documents to ensure budgeted amounts are being followed)

• The form must be completed in full by project leads, with the project subrecipients on that project listed in the contractual breakdown section.
Subrecipient Expense Form – Projects >$250k

For projects where the subrecipient has cumulatively requested budget greater than $250,000 (including both cost share and federal share) from REMADE (over the course of the Institute’s life), the following items should be provided:

• Completed Subrecipient Expense Form
• Invoices for all Vendors
• UCC filing proof for all equipment (for-profit entities only) and invoices / receipts for those items greater than $50,000

Please note in the case of an external audit at a later point in time, additional support for previously submitted invoices may be requested.
Subrecipient Expense Form – Projects <$250k

For cumulatively requested budgets less than $250,000 individual receipts are not required unless a single item is greater than $50,000. Required documents include:

• An Organizational invoice
• A Completed Subrecipient Expense Form

Please note that once a member has eclipsed total negotiated budget of $250,000 over the course of the 5 years of the Institute, that member will have to report following the guidelines above

Subrecipient Expense Form – Header Box

1. Line 4 – Subrecipient Name (if applicable)
   a. Name of only the project lead submitting the invoice, not all partners on project

2. Line 5 – REMADE’s award # / specific project # as defined by REMADE

3. Line 7 – Invoice Number
   a. Should match the invoice number on the university / company provided invoice submitted

4. Line 8 – Project Period
   a. Include the approved time frame for your specific project

5. Line 9 – Period Covered by This Request
   a. Reflects time frame this submission is billed for

6. Line 10 – Date Payment Request Was Submitted
   a. Date documents were submitted to REMADE, not necessarily the same as the Invoice Date

<table>
<thead>
<tr>
<th>Prime Recipient Name:</th>
<th>Sustainable Manufacturing Innovation Alliance - REMADE Institute</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subrecipient Name (if applicable):</td>
<td></td>
</tr>
<tr>
<td>Award number:</td>
<td>DE-EE0007897</td>
</tr>
<tr>
<td>Invoice Number:</td>
<td>0</td>
</tr>
<tr>
<td>Project Period:</td>
<td>0</td>
</tr>
<tr>
<td>Period Covered By This Request:</td>
<td>0</td>
</tr>
<tr>
<td>Date Payment Request Was Submitted:</td>
<td>0</td>
</tr>
</tbody>
</table>

Subrecipient Expense Form – Summary Cost Breakout

- Summary Cost Breakout will display the high-level overview of the invoice categorized by approved DOE budget.
- The cumulative totals should reflect activity for the budget period until the next budget period commences, at which time it is cumulative across periods.
- Supporting tables (discussed in next slides) must tie to main summary table in lines 14-23.

<table>
<thead>
<tr>
<th>Expenditures</th>
<th>Approved Budget Period Amounts*</th>
<th>Invoice Fed Share</th>
<th>Invoice Cost Share</th>
<th>Invoice Total</th>
<th>Cumulative Fed Share**</th>
<th>Cumulative Cost Share**</th>
<th>Cumulative Total**</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Travel</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Equipment</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Supplies</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
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</tr>
<tr>
<td>Contractual</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Other Direct Cost</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Indirect Charges</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Total Costs</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>$0.00</strong></td>
</tr>
</tbody>
</table>

NOTE: Although costs can be entered with cents in individual categories, totals are rounded to the nearest dollar.

Payment Requested This Period: $0
Percent Cost Share for This Invoice: #DIV/0!
Total Cost Share Percentage To Date: #DIV/0!
Subrecipient Expense Form – Summary Cost Breakout (con’t)

Approved Budget Period Amounts

Confirm these amounts in Column B Rows 15-23 tie to your approved DOE budget. This amount will initially tie to only the first budget period per your budgets. As each budget period commences, the amount becomes cumulative for the current and all past budget periods. These figures will remain the same until each new budget period is commenced.

Please Note – while the budget dollars are cumulative, cost share above and beyond federal share will not carry over from one budget period to the next. It is recommended all partners are 1:1 within their respective budget periods.
**Subrecipient Expense Form – Cost Share Scenarios**

<table>
<thead>
<tr>
<th>1:1 Cost Share to Federal Share</th>
<th>Additional Cost Share Provided</th>
<th>Federal Share Exceeds Cost Share</th>
</tr>
</thead>
<tbody>
<tr>
<td>• All invoices are at 1:1 cost share to federal share</td>
<td>• Extra cost share can be utilized WITHIN THE CURRENT BUDGET PERIOD</td>
<td>• The only time this is allowable is if you have excess cost share from invoices in the CURRENT BUDGET PERIOD</td>
</tr>
<tr>
<td>• No issue, reimbursement made</td>
<td>• If a budget period concludes and the cumulative federal share is less than cost share in that period, cost share may not be applied in next period</td>
<td>• If an invoice is received with federal share exceeding cost share, and there is no cost share carry over, it will have to be resubmitted at 1:1 cost share</td>
</tr>
<tr>
<td>• Indicates spend is in line with budget plan as approved by DOE</td>
<td>• DOE expectation is that expenses incurred in current budget period must relate to current period SOPO tasks and may not be utilized in subsequent budget periods</td>
<td></td>
</tr>
</tbody>
</table>

*PER REMADE’S TERMS AND CONDITIONS WITH DOE, THE INSTITUTE MUST ALWAYS BE AT LEAST 1:1 COST SHARE TO FEDERAL SHARE, INCLUDING ALL SUBRECIPIENTS THAT ROLL UP*
Subrecipient Expense Form – Personnel & Fringe

Sections are described as follows:

• Task – should relate to the specific SOPO task that the hours are related to or brief description
• Position – person who the hours relate to
• FTE – effort level, please include hourly rate here to highlight it is below the DOE cap of $120 / hr
• Labor Cost / Fringe Cost / Total Labor – provide combined Federal and Cost Shares so that the Total Costs line at the bottom of this chart ties to cells E15 & E16
• If not already provided at beginning of project, the rate approval letter related to your fringe and indirect rates must be provided (from cognizant agency, when available)

<table>
<thead>
<tr>
<th>Task</th>
<th>Position</th>
<th>FTE</th>
<th>Labor Cost</th>
<th>Fringe Cost</th>
<th>Total Labor</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td>-</td>
<td></td>
<td>$</td>
<td>-</td>
<td>$</td>
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<tr>
<td>$</td>
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<td>$</td>
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<td>$</td>
</tr>
</tbody>
</table>

**Personnel & Fringe**: Document the # of hours and costs by position and task(s). Personnel activity records, time cards or other records may be attached if desired.
Subrecipient Expense Form – Travel

List all details related to travel, including but not limited to airfare, travel, hotels, meals, incidentals, etc.

- Subrecipients should endeavor to follow the GSA rate for that area. If this rate is unavailable, justification for overage must be provided.
- Travel must be directly related and beneficial to the REMADE Institute and specific to your project.
- No international travel is allowed unless preapproved by the Contracting Officer.
- Each line item should reflect one trip, one person, with all costs associated to that unique event.

<table>
<thead>
<tr>
<th>Purpose of Travel</th>
<th>Traveler</th>
<th>Airfare</th>
<th>Hotel</th>
<th>Meals</th>
<th>Mileage</th>
<th>Other (i.e. Parking, fees)</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$</td>
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<td>$</td>
</tr>
<tr>
<td><strong>Total Costs</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

Subrecipient Expense Form – Equipment

• List equipment purchased in the space provided and which task(s) it supports. Additional instructions are included in excel file. If there are any questions, please reach out to REMADE finance team
Subrecipient Expense Form – Supplies

• Provide a description of the supply items purchased, and the task(s) for which the supplies will be utilized. If there are any questions, please reach out to REMADE finance team
Subrecipient Expense Form – Contractual Breakdown

- Include all vendors / sub-recipients that were originally budgeted under ‘Contractual’ and expensed in this specific invoice period. If multiple expenses for one contractor, you may combine and list that contractor once.
- Include a brief description of the service / equipment provided in the Name section.

<table>
<thead>
<tr>
<th>Name of Sub-recipient/ Vendor</th>
<th>Federal Share</th>
<th>Cost Share</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td>$</td>
<td>$</td>
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<td>$</td>
</tr>
<tr>
<td>Total:</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>
Subrecipient Expense Form – Other Direct Costs

• See instructions included in excel file. If there are any questions, please reach out to REMADE finance team
Questions About Financial Reporting and Invoicing?
REMADE Contacts

- Legal: Kevin Kepner  kkepner@remadeinstitute.org
- Budget: Mary Jo Johnson  mjohnson@remadeinstitute.org
- Invoices: Michael Scannella  mscannella@remadeinstitute.org
- Project Managers: Ed Daniels  edaniels@remadeinstitute.org  
  Brian Riise  briise@remadeinstitute.org
- REMADE CTO: Magdi Azer  azer@remadeinstitute.org
- REMADE COO: Michelle Schlafer  mschlafer@remadeinstitute.org
Next Steps

REMADE will be in contact to schedule a time for the recurring bi-weekly review.

REMADE will provide templates for the required reports.

Questions?