



Department of Energy

Washington, DC 20585
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MEMORANDUM FOR DISTRIBUTION

FROM:

James T. Campbell
JAMES T. CAMPBELL

ACTING DIRECTOR, OFFICE OF MANAGEMENT, BUDGET
AND EVALUATION/ACTING CHIEF FINANCIAL OFFICER

SUBJECT:

FY 2003 Research and Development Data Call

NA-60 has concurred in this document.

The call for Research and Development (R&D) data was initiated in 1995 by the Office of Science and Technology Policy (OSTP) at the White House. 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 DOE-wide database. This information is vital to maintaining the Department's credibility in managing our multi-billion dollar R&D effort. The data is used to:

- Respond to numerous external requirements and commitments;
- Make it simpler for the Department to track how it spends taxpayer dollars;
- Better manage R&D expenditures and related technical information deliverables at the project level; and,
- Reduce the time and effort spent responding to ad hoc R&D requests.

The attached guidance identifies the changes for this year's submission and provides the data specifications for each R&D category. The data, in the format specified in the attached guidance, is due to OSTI by December 5, 2003. OSTI will perform an initial validation and load the data into the R&D Tracking System for review and update by the Program Secretarial Offices. The Department will then forward this updated data to the OSTP by February 2, 2004. Meeting this schedule will require a dedicated effort across the Department but will provide the ninth year of the baseline to build on for the future full life cycle management of the R&D enterprise and the ability to respond quickly and accurately to R&D information requests.

My thanks to the individuals from your organizations who worked to prepare last year's R&D Tracking System information. It is through their cooperative support that improvements are being made in Departmental operations.

If you have questions or need assistance, please contact Steve Baker on (301) 903-4795.

Attachment



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