



## INSTRUCTIONS TO NOvA COLLABORATORS FOR REPORTING SCIENTIFIC EFFORT

Reporting and subsequent analysis of scientific effort on OHEP DOE projects where scientific effort is at zero cost requires projects to review project cost and schedule performance by using hours instead of dollars. This means that collaborating institutions must report labor effort in hours to the NOvA Project Office so that it can be compiled into monthly reporting. These are the steps for collaborators to provide those reports:

1. Scientific effort reporting is required for all scientists, post-docs, and graduate students working on tasks that are detailed in the NOvA Project resource-loaded schedule from August 2009 until project completion. Reporting should be done for all hours spent on these tasks, regardless of the source of the funding. To determine if work being done at an institution is in the NOvA Project resource-loaded schedule, contact the Level 2 manager for that portion of the project – a list is provided with the NOvA Scientific Effort Reporting Form.
2. Filling in the yellow boxes, use the NOvA Scientific Effort Reporting Form spreadsheet provided by the NOvA Project Office to record
  - **actual hours worked**
  - on a weekly basis
  - by person
  - with the resource type identified (scientist, postdoc, grad student)
  - by chargeable task code of the NOvA Project (Fermilab charge codes for specific pieces of work organized by WBS Level 2. See list in the NOvA Scientific Effort Reporting Form.)
3. Reports will be needed weekly and should be sent via email to Kate Rogers ([krogers@fnal.gov](mailto:krogers@fnal.gov) phone 630-840-8638). Collaborators will be prompted by email to submit reports every week. The Principal Investigator at each institution will be the point of contact for reporting activities, unless the NOvA Project Office is otherwise directed.
4. Questions about this process should be directed to Kate Rogers, NOvA Project Office ([krogers@fnal.gov](mailto:krogers@fnal.gov) phone 630 840-8638).