Following are the guide lines for your Excel data template

Keep the header line as it is in the ReportTable Sheet.
Following are the field name and definition of each of them.

Input columns
Not input column

Note	Field Name	Worksheet Cell	Status	Definition
	Report Table Tab			
1	Submittal date	B3	Required	Enter date you are submitting this deliverable.
2	Source document	C3	Required	Example: CMR, Monthly Invoice, Plan, etc.
3	Submitted by	D3	Required	List either company or person submitting information
4	Contract:	E3	Required	Enter the official contract number
5	NETL Org ID	A5	Required	Input code as per current NETL organization chart. Example 120, 300,311, etc. See NETL Codes worksheet tab for current NETL number. This column is formatted as a TEXT column.
6	NETL Organization Name	B5	Copy Formula	NOT for contractor data input. DO - Copy formula down rows as data is populated. Formula will fill in data.
7	Labor Category	C5	Required	Examples: Scientist 4, Secretary 1, etc.
8	Last Name Employee	D5	Required	Employee name – use full last name Vacancies - should be listed in last name column as Vacancy, Vacancy1 Vacancy2, etc. (each vacancy adding to 1 FTE
9	First Initial Employee	E5	Required	Enter first initial of the employee. For employees with identical last names and first initial, use the second letter of the first name.
10	Contractor	F5	Required	Initials of contract company. I.E. RES, ITOMS, etc.
11	Company No.	G5	Required/Update	Click on the company key tab to obtain code number. DO update your sheet if necessary. See additional instructions on top of company key tab sheet. Color code number to match chart.
12	FTE Allocation	H5	Required	Enter FTE charged to the specific NETL division. Use 2 decimal places.
13	FYXX Fully burdened yearly cost	I5	Required	Enter FY projected fully burdened yearly cost. Keep in mind column H. If the FTE is .50 then this column should show an adjustment in salary
14	Location	J5	Required	Use a one or two character abbreviation matching the locations below. A = Albany AK -=Alaska M = Morgantown P = Pittsburgh R = Research Ridge T = Tulsa O = Offsite (capital letter O) (example: Denver, CO, Oak Ridge, TN, Washington, D.C., etc.)
15	Specific locations	J5-P5	Copy Formula	NOT for contractor data input. DO - Copy formula down rows as data is populated. Formula will fill in data.
16	Comments	Q3	Optional	Column for input of comments
17	Grand Total Row	Row after your input	Required	Total your rows for FTE allocations. Columns H and J thru P. Formula may already be there, check for correctness.
	Company Tab			
	Column A	A	Required	Add, delete, change the number etc. BUT follow the numbering sequence of 3 alpha and up to 2 numeric.
	Column B	B	Required	