

Interface Region Imaging Spectrograph (IRIS)

FINANCIAL REPORTING REQUIREMENTS

Dated: 9/23/2009

FINANCIAL MANAGEMENT REPORTING REQUIREMENTS

General

Financial Management Reports shall be submitted by the Contractor on the NASA 533 series reports, in accordance with the instructions on the reverse of the forms, NASA Procedures and Requirements NPR 9501.2D entitled, "NASA Contractor Financial Management Reporting," effective date May 23, 2001, and additional instructions issued by the Contracting Officer.

a. Level of Detail

The contractor's 533 reports shall be reported at the contract summary level and also down to WBS Level II. The reports shall contain a breakdown of each element of cost, i.e., direct labor hours/dollars, Subcontracts, Other Direct Cost, G&A. The contractor shall provide the same report for all subcontracts in excess of \$5,000,000. The contractor may be asked to provide an electronic version of the 533 detail or summary information during the life of this contract, at which time, compatibility issues can be defined.

b. Distribution

The Contractor shall distribute 533 reports to each addressee indicated in the Basic Contract Clause G.7 FINANCIAL MANAGEMENT REPORTING. These reports shall be distributed no later than the tenth (10) calendar day following the month being reported. The 533Q reports shall be distributed not later than the 15th day of the month preceding the quarter being reported.

c. Reporting Requirements

Each report sheet shall provide costs data for reporting categories presented below:

1. Direct Labor Hours
(List applicable labor categories)
2. Direct Labor Dollars
(List according to applicable labor categories)
3. Overhead Expense (Including Fringes)(if applicable)
4. Subcontracts
5. Other Direct Costs
 - a. Travel
 - b. Materials and Miscellaneous
 - c. Consultants

d. Miscellaneous ODCs

6. Subtotal (Direct Cost plus Overhead)

7. G&A

8. Total Estimated

9. Fixed Fee

11. Total CPFF