

The U.S.-Israel Energy Center

Fiscal & Technical Reporting Webinar

Oct. 29, 2020



9:00 am PST; **12:00** pm EST; **6:00** pm ILT

#	Time (min)	Subject	Presenter	Section in Handbook
1	5	Introduction	Eitan Yudilevich BIRD Exec. Director	-
2	25	Technical Reporting	Uri Attir BIRD Consultant	9.2
3	25	Fiscal Reporting	Natalie Galperin BIRD CFO	9.3
4	5	Annual F&T Presentation & Program Update	Uri Attir BIRD Consultant	9.4
5	5	Files Downloading and Uploading Procedures	Uri Attir BIRD Consultant	-
6	10	Q&A		-

Fossil Energy





Safe, sustainable, and resilient development of offshore reservoirs and natural gas upgrading through innovative science and technology: Gulf of Mexico – Mediterranean (GoMed Consortium).

	
Tulane University	Hebrew University
Louisiana State	Technion
University of Louisiana	University of Haifa
Argonne National Laboratory	Geological Survey of Israel
	Tel-Aviv University
	Delek Drilling LP

Energy Storage



Lithium and sodium metal solid state batteries for advanced energy storage applications

	
Univ. of Maryland, College Park	Bar Ilan University
Saft America	Tel Aviv Univ.
Forge Nano	Materials Zone
Ion Storage Systems	3D Battery

Energy-Water Nexus



Israel-US Collaborative Water-Energy Research Center (Israel-US CoWERC)

	
Northwestern Univ.	Ben Gurion Univ.
Argonne National Lab	Technion
Yale University	Mekorot
Dupont Water Solutions	Fluence Corp.
AECOM	Galilee Society
CycloPure	
Current Innovation NFP	
Metropolitan Water Recl.	
Hampton Road Sanitation	

Function	Location	Name	Position	email
Technical	IL	Dr. Zvi Tamari	Coordinator for EC-13 Consortium, EC	drzvitamari@gmail.com
Technical	IL	Mr. Uri Attir	Coordinator for EC-15 Consortium, EC	uri@attir.com
Technical	IL	Dr. Ory Dor	Coordinator for EC-19 Consortium, EC	ory@orydor.com
Financial	IL	Ms. Natalie Galperin	CFO, BIRD	natalie@birdf.com
Financial	IL	Ms. Auriane Amouyal	Finance Manager, BIRD	auriane@birdf.com
General	IL	Dr. Eitan Yudilevich	Executive Director, BIRD	eitan@birdf.com
General	IL	Ms. Tal Fischelovitch	Manager EC	talf@birdf.com
General	US	Ms. Shiri Freund Koren	BD, EC	shirik@birdf.com
General	US	Ms. Andrea Yonah	Director BD, East Coast & Midwest, BIRD	andreay@birdf.com
Admin.	IL	Ms. Chava Doukhan	Office Manager, BIRD	chava@birdf.com
Admin.	IL	Ms. Maha Wakileh	Information Systems Manager , BIRD	maha@birdf.com

- All questions will be answered at the **end of the presentation**
- Please submit questions through the **Q&A tab** at the bottom of your screen
- For reference, please include the **slide number** (top right), if relevant
- If we are unable to respond directly to your question, we will be happy to connect directly - **offline**

The U.S.-Israel Energy Center

Technical Reporting Webinar

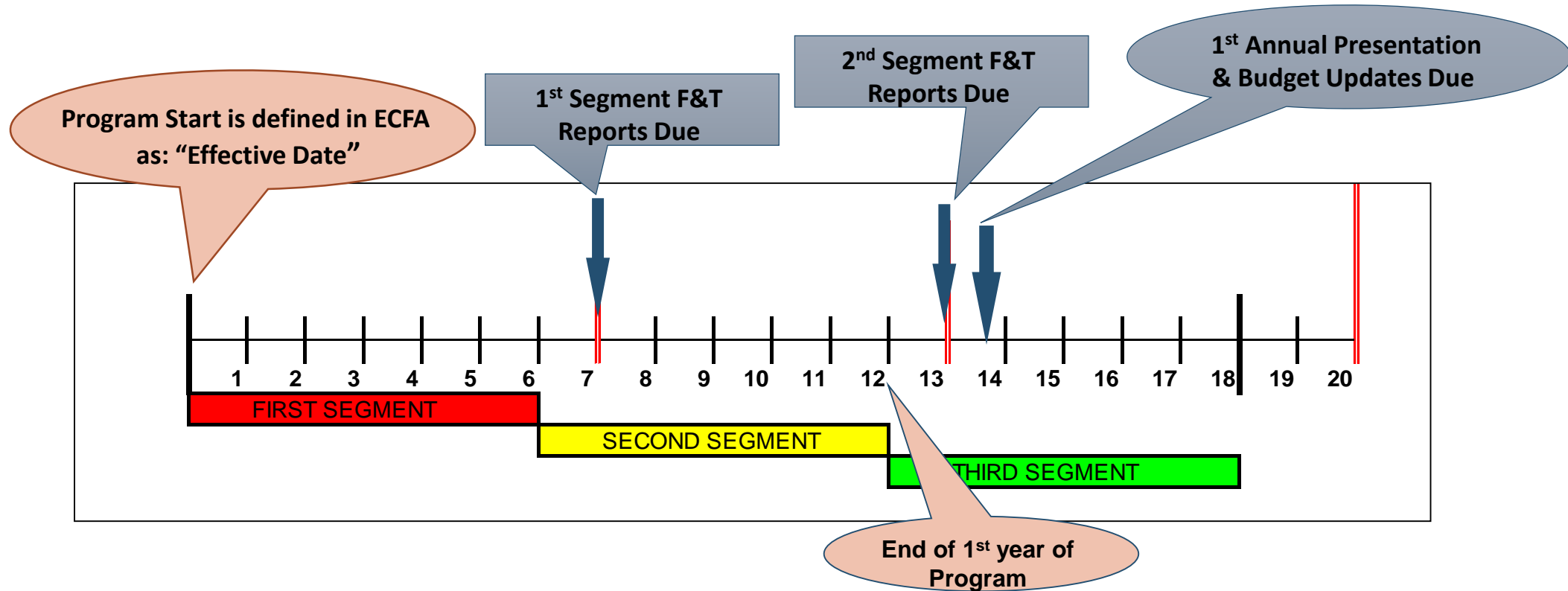
Oct. 29, 2020

Uri Attir
EC-15 Coordinator

- **Frequency**, scope and **deadlines** for F&T reporting
- Structure and **format** of Technical Reports (TRs)
- **Content** of TRs

Procedures Handbook (Reporting), section 9.2
<https://us-isr-energycenter.org/guidelines-forms/>

- Periodic Technical Reports (**TRs**), Fiscal Reports (**FRs**) and Annual Presentations (**APs**) must be submitted to and approved by the EC prior to the transfer of any payment
- The **Consortium** will prepare a single semi-annual Technical Report (TR)
- The **USL** and the **ILL** will each prepare **a separate**, semi-annual Fiscal Report (FRL), covering the same period as the TR
- The TR and the 2 FRLs should be submitted to the EC within 30 days following the expiration of each semi-annual segment of the Program



1. Cover Page
2. Table of contents
3. Executive Summary
4. Objectives
5. Summary of Accomplishments
6. Results
7. Graphical Comparison of Actual / Planned Activities versus Program Plan
8. Status of Milestones and Deliverables
9. Plans for Next Semi-Annual Program Segment
10. Cooperation between the Consortium Members (CMs)
11. Risk Analysis
12. Market and Commercialization Plans
13. Published Information

There is **no limit** to the report length, but all **13 sections** must be addressed and in this order

Section (2): **Table of Contents**

Section (3): **Executive Summary**

Summarize the main R&D (technical) **results and accomplishments** in Program tasks carried out by the Consortium during the specific semi-annual period (appr. 500 words or up to 1 page). Should **not contain any proprietary info that cannot be published**.

Section (4): **Objectives**

State the overall objectives of the Program **and** of the work performed during the segment covered by the report (as defined in the **Program Proposal** or in the updated Program Plan).

Section (5): **Summary of Accomplishments**

Provide an informative summary of the **methods, results and accomplishments** of the development work conducted in the segment covered and compare the actual accomplishments with the objectives (Section (4)).

Section (6): **Results**

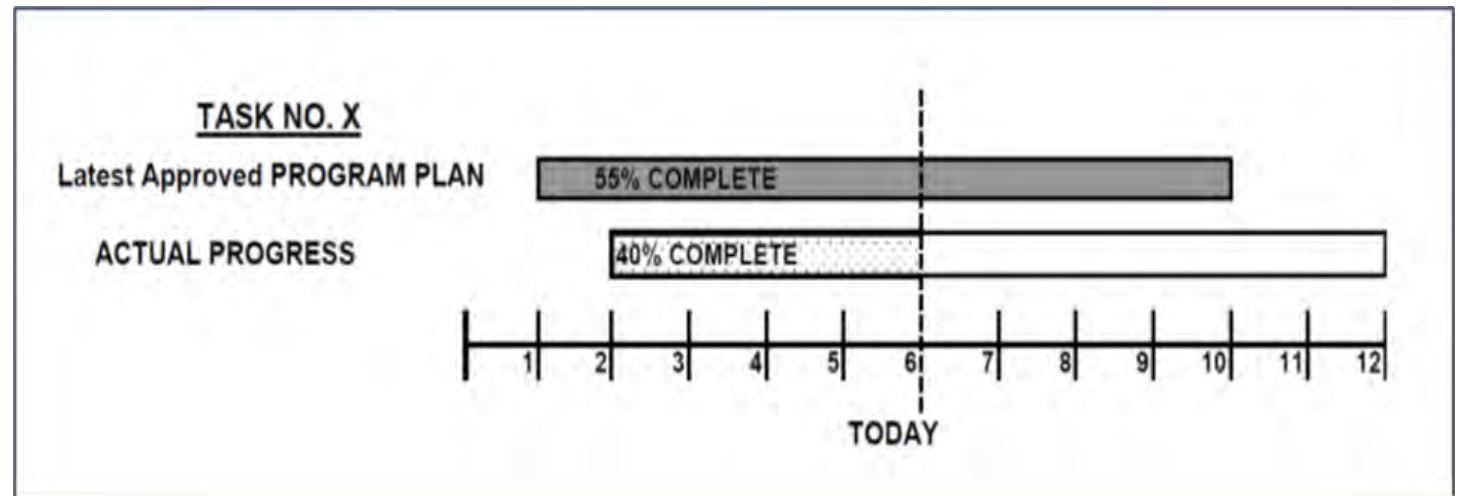
Describe, with reference to the **Program Plan**, the results obtained during the reporting segment:

- ✓ On a **task-by-task** basis
- ✓ Identify results with significant **variations** from the Program Plan
- ✓ Indicate sub-tasks that were eliminated or added to the Program Plan
- ✓ Results should be detailed **for each Consortium Member (CM)**

Section (7): Graphical Comparison of Actual / Planned Activities versus Program Plan

Using the Program Plan (Annex D of the ECFA), show **graphically** (GANTT chart) for each task, the actual timing and status of the Program's task carried out thus far, showing deviations from the Program Plan, as follows:

- ✓ the **original** Program Plan timing
- ✓ the **actual** occurrence and % **completion** at the end of the reporting segment
- ✓ The **planned** (and maybe re-scheduled) occurrence in the remainder of the Program



Section (8): Status of Milestones and Deliverables

- List the **milestones attained** and the **deliverables available** this reporting segment resulting from progress in the Program during previous segments and during this segment.
- List the milestones to be attained and the deliverables planned **for the next Program segment**, including updated due dates.

#	Milestones Attained <u>in Previous Segments</u> (Definition / Description)	Attained Milestone Date (MM/YY)
1		
2		
3		
#	Deliverables Available <u>in Previous Segments</u> (Definition / Description)	Available Deliverable Date (MM/YY)
1		
2		
#	Milestones Attained <u>in This Segment</u> (Definition / Description)	Attained Milestone Date (MM/YY)
1		
2		
3		
#	Deliverables Available <u>in This Segment</u> (Definition / Description)	Available Deliverable Date (MM/YY)
1		
2		
#	Milestones Planned for <u>but Not yet Attained in This Segment</u> (Definition / Description and reasons for the lag)	Most Recently Planned Milestone Date (MM/YY)
1		
2		
3		
#	Deliverables Planned for <u>but Not yet Available in This Segment</u> (Definition / Description and reasons for the lag)	Most Recently Planned Deliverable Date (MM/YY)
1		
2		

Section (9): **Plans for Next Semi-Annual Program Segment**

Show, on a **task-by-task basis**, the **plan** for the next semi-annual Program segment:

- ✓ Describe and justify any **rescheduling** or **additions to activities** on the Program Plan;
- ✓ Indicate which, if any, of the originally planned activities or tasks are being **terminated** or **redirected**;
- ✓ Discuss the impact that **rescheduled activities** are likely to have on the original Program Plan;
- ✓ Indicate if **additional time** will be needed to complete the task.

Section (10): **Cooperation between the Consortium Members (CMs)**

Discuss the **communication and coordination** activities conducted during the reporting segment between the CMs, especially between the **ILL and the USL**:

- ✓ Communication & coordination of activities
- ✓ Mutual benefits from **integrated work**
- ✓ **Corrective measures** taken and needed

Section (11): Risk Analysis

- Present the updated Risk Analysis tables (relative to the ones in the Proposal).
- Add **explanations** to the **differences** between the risk level in the original (Proposal related) and the current (this semi-annual period).
- A **template** is available in the WORD “File #5 - EC Semi-Annual Technical Report (TR) Template”, which can be **downloaded**.

Risk Analysis					
In Proposal (check): ____			In Current Semi-Annual Period #: ____		
Risk #	Name/Description	Type*			
1					
2					
3					
4					
5					

Risk #	Name/Description	Ranking	Impact		
			Duration ¹	Budget ²	Commercialization Potential ³
1					
2					
3					
4					
5					

*Type: Technical (T), Project Management/Resources (M), External to the Project (E)

Ranking	Probability of Risk Occurring
High	Above 50%
Medium	30 – 49%
Low	10 – 29%
Very Low	1 – 10%

Impact	Duration ¹
High	Above 12 months
Medium	6 to 9 months
Low	Below 6 months

Impact	Budget ²
High	Above 20% increase
Medium	10% to 20% increase
Low	Below 10% increase

Impact	Commercialization Potential ³
High	Above 50%
Medium	30% to 50%
Low	1% to 29%

1. Duration of project extended by the given amount
2. Cost of project increases by the given percentage
3. Forecasted sales in the next 3 or 5 years reduced by the given percentage

Section (12): **Market and Commercialization Plans**

- Identify any important **changes** in the Consortium's **target markets** or **commercialization** plans that have developed during the semi-annual segment;
- Explain such developments and the possible **impact** they will have on the overall development Program Plan and **budget**

Section (13): **Published Information**

- Attach copies of **articles** written in the professional literature and any **press releases** related directly to the EC Program.
- Attach a copy of any new **reprint** that is based, in whole or in part, on the work conducted on the EC Program.
- Include a report on any **inventions** or **patents** filed.

The U.S.-Israel Energy Center

Fiscal Reporting Webinar

Oct. 29, 2020

Natalie Galperin
BIRD CFO

- Fiscal Reports (FRs) of CM's and ILL/ USL
- Documentation required for preparation of FRs
- Variation from budget
- Triggers for payments

Procedures Handbook (Reporting), Section 9.3
<https://us-isr-energycenter.org/guidelines-forms/>

- The FRM is a itemized accountability of the actual expenditures incurred by the CM during the semi-annual period
- Each Consortium Member (CM) including the ILL / USL is required to prepare a semi-annual Fiscal Report (FRM)
- The first segment commences on the Effective Date, covers the first 6 months of the Program
- Each FRM is submitted to the ILL / USL at the end of the semi-annual segment period
- The ILL / USL is responsible to receive and review the FRMs and to upload all FRMs to the EC website

Fiscal Report by CMs (cont.)

- The FRM presents all expenses, classified by expense type (category) and itemized at the level that appears in the CM's Approved Program Budget (APB)
- Expenditures should be compared with the updated two year budget
- An expenditure is recognized on an accrual basis, when incurred

The FRMs are prepared using Excel file

“File #6 – EC Semi-Annual Fiscal Report for a CM.xlsx”

<https://us-isr-energycenter.org/guidelines-forms/>

- Standard Cover Page
- Direct labor
- Equipment
- Materials & supplies
- Travel – foreign and domestic
- Subcontracts
- Consultants
- Other Expenses
- General & Administration overhead
- Total Expenditures

Fiscal Report - Standard Cover Page
(separate report required for each CM)

EC REF. NO.:

Ref#1

TO: U.S. - IL Energy Center

PROGRAM TITLE:

Program 1

COUNTRY: (IL or U.S.)

IL

ORGANIZATION NAME:

Organization 1

TYPE OF REPORT: (Interim; Final)

Interim

Segment #:

2

REPORTING SEGMENT PERIOD COVERED (dd/mm/yy):

From: 01/07/2020

To: 31/12/2020

PROGRAM START DATE (dd/mm/yy):

01/01/2020

Number of months in segment:

6.0

CUMULATIVE UPDATED APPROVED BUDGET PERIOD (dd/mm/yy):

From: 01/01/2020

To: 31/12/2021

Number of years in Cumulative Budget:

2.0

EXPENDITURE:		<u>CUMULATIVE ACTUAL EXPENDITURES (\$)</u>	<u>CUMULATIVE UPDATED APPROVED BUDGET (\$)</u>	<u>Actual, as % of Budget</u>
Direct Labor	<u>90,000</u>		<u>200,000</u>	
Labor Overhead	<u>22,500</u>		<u>50,000</u>	
Total Direct Labor		<u>112,500</u>	<u>250,000</u>	<u>45.0%</u>
Equipment (Purchased & Leased)		<u>150,000</u>	<u>320,000</u>	<u>46.9%</u>
Materials & Supplies		<u>90,000</u>	<u>190,000</u>	<u>47.4%</u>
Travel: Foreign	<u>18,000</u>		<u>30,000</u>	
Domestic	<u>1,800</u>	<u>19,800</u>	<u>4,000</u>	<u>58.2%</u>
Subcontracts		<u>30,000</u>	<u>70,000</u>	<u>42.9%</u>
Consultants		<u>15,000</u>	<u>25,000</u>	<u>60.0%</u>
Other Expenses		<u>50,000</u>	<u>63,381</u>	<u>78.9%</u>
Total Expenditures		<u>467,300</u>	<u>952,381</u>	<u>49.1%</u>
G&A overhead		<u>23,365</u>	<u>47,619</u>	<u>49.1%</u>
Total Organization Expenditure		<u>490,665</u>	<u>1,000,000</u>	<u>49.1%</u>

We confirm that this report is prepared from separate accounting records maintained for recording the entire Program expenditures. The Program Manager's signature is his/her confirmation that all the listed items and expenditures were made by the organization within the framework of the Program.

Printed name and signature:

**Organization's
Program Manager**

**Organization's
Accounting Official**

**Organization's
Authorizing Official**

Signature:

Signature 1

Printed Name:

Name 1

Title:

Title 1

E-mail:

Email 1

Telephone no.:

Tel 1

Date Submitted (dd/mm/yy):

Date 1

EC REF. NO.: Ref #1 1				For the reporting period from: 01/07/2020		Through: 31/12/2020			
				Number of months in segment: 6.0		2			
I. DIRECT LABOR									
Name of Employee	THIS REPORTING SEGMENT						Total Previously Reported	Cumulative Actual Expenditures to date	Cumulative Updated Approved Budget
	Profession	No. of months during which time was spent on Program	% Time * on Program	Gross Salary during Months Worked	Social Benefits during Months Worked	Total Charged to Program			
			%	\$	\$	\$	\$	\$	\$
Employee 1	Profession 1	5.0	90%	40,000	10,000	50,000	40,000	90,000	200,000
						-		-	
						-		-	
						-		-	
Total Expenditure					\$	50,000	40,000	90,000	200,000
Overhead (%): 25.0%					\$	12,500	10,000	22,500	50,000
TOTAL					\$	62,500	50,000	112,500	250,000

* % time on project within number of months during which time was spent on Program

1. EC Ref. # - name or number identifying project in company's records
2. Reporting segment

FRM: Direct Labor (cont.)

EC REF. NO.: Ref #1				For the reporting period from: 01/07/2020		Through: 31/12/2020			
				Number of months in segment: 6.0					
I. DIRECT LABOR									
Name of Employee	Profession	THIS REPORTING SEGMENT				Total Charged to Program	Total Previously Reported	Cumulative Actual Expenditures to date	Cumulative Updated Approved Budget
		No. of months during which time was spent on Program	% Time * on Program	Gross Salary during Months Worked	Social Benefits during Months Worked				
			%	\$	\$	\$	\$	\$	\$
Employee 1	Profession 1	5.0	90%	40,000	10,000	50,000	40,000	90,000	200,000
		4				-		-	
						-		-	
						-		-	
				Total Expenditure		\$ 50,000	40,000	90,000	200,000
				Overhead (%): 25.0%		\$ 12,500	10,000	22,500	50,000
				TOTAL		\$ 62,500	50,000	112,500	250,000

* % time on project within number of months during which time was spent on Program

3. Employees

- identify by name
- NOT to be included corporate executives, secretarial staff, legal staff, administrative staff or staff engaged in selling activities; such expenses are included in the overhead allowance

4. Number of months the employee worked on program during the segment

FRM: Direct Labor (cont.)

EC REF. NO.: Ref #1				For the reporting period from: 01/07/2020		Through: 31/12/2020			
				Number of months in segment: 6.0					
I. DIRECT LABOR									
Name of Employee	Profession	THIS REPORTING SEGMENT				Total Charged to Program	Total Previously Reported	Cumulative Actual Expenditures to date	Cumulative Updated Approved Budget
		No. of months during which time was spent on Program	% Time * on Program	Gross Salary during Months Worked	Social Benefits during Months Worked				
			%	\$	\$	\$	\$	\$	\$
Employee 1	Profession 1	5.0	90%	40,000	10,000	50,000	40,000	90,000	200,000
						-		-	
						-		-	
						-		-	
				Total Expenditure	\$	50,000	40,000	90,000	200,000
				Overhead (%):	25.0%	\$	12,500	10,000	22,500
				TOTAL	\$	62,500	50,000	112,500	250,000

* % time on project within number of months during which time was spent on Program

5. Percentage time

- time on program during period (in item 4 above)
- based on a program time-monitoring system
- actual hours / total hours (incl. vacation and sick leave)

6. Gross salary

- from payroll and relative to time worked

FRM: Direct Labor (cont.)

EC REF. NO.: Ref #1				For the reporting period from: 01/07/2020		Through: 31/12/2020			
				Number of months in segment: 6.0					
I. DIRECT LABOR									
THIS REPORTING SEGMENT									
Name of Employee	Profession	No. of months during which time was spent on Program	% Time * on Program	Gross Salary during Months Worked	Social Benefits during Months Worked	Total Charged to Program	Total Previously Reported	Cumulative Actual Expenditures to date	Cumulative Updated Approved Budget
			%	\$	\$	\$	\$	\$	\$
Employee 1	Profession 1	5.0	90%	40,000	10,000	50,000	40,000	90,000	200,000
						-		-	
						-		-	
						-		-	
				Total Expenditure	\$	50,000	40,000	90,000	200,000
				Overhead (%): 25.0%	\$	12,500	10,000	22,500	50,000
				TOTAL	\$	62,500	50,000	112,500	250,000

* % time on project within number of months during which time was spent on Program

7. Social benefits

- company's contribution
- payroll taxes, pension etc. (incl. vacation accrued)

8. Maximum annual salary (incl. social benefits)

- Israel - \$100,000 ; U.S.A. - \$150,000

9. Overhead Rate according to the approved budget

FRM: Equipment

EC REF. NO.: _____ Ref #1 _____		For the reporting period from: _____ 01/07/2020 _____ Through: _____ 31/12/2020 _____								
		Number of months in segment: _____ 6.0 _____								
Ila. PURCHASED EQUIPMENT (*)										
Description of Purchased Equipment	Date of Purchase	Purchase Price	No. of Months used on Program During Segment	Percentage of Time Used on Program	Total Charged to Program	Total Previously Reported	Cumulative Actual Expenditures to date	Cumulative Updated Approved Budget		
	dd/mm/yy	\$		%	\$	\$	\$	\$		
Equipment 1	01/07/2020	200,000	3.0	100%	16,650	13,350	30,000	70,000		
					-		-			
					-		-			
(*) The annual depreciation rate for all equipment types is 33.3%					TOTAL	\$	16,650	13,350	30,000	70,000
Ilb. LEASED EQUIPMENT										
Description of Leased Equipment	Monthly Lease Cost	No. of Units	No. of Months used on Program During Segment	Percentage of Time Used on Program	Total Leasing Cost	Total Previously Reported	Cumulative Actual Expenditures to date	Cumulative Updated Approved Budget		
	\$/unit/mo			%	\$	\$	\$	\$		
Leased Equipment 1	1,000	10	2.0	100%	20,000	100,000	120,000	250,000		
					-		-			
					TOTAL	\$	20,000	100,000	120,000	250,000

FRM: Equipment (cont.)

- Recognize
 - ✓ depreciation or leasing costs
- Itemize in report – each item should be specified in the budget
 - ✓ date of purchase or commencement of lease
 - ✓ purchase price
 - ✓ percentage used on program
 - ✓ months used on program during segment
 - ✓ depreciation rate %
- Documentation
 - ✓ proof related to program (invoice, purchase order, etc.)
 - ✓ signed authorization by program manager
 - ✓ proof of payment
 - ✓ all documentation must be available for auditing

III. EXPENDABLE MATERIALS AND SUPPLIES				
Description of Expendable Materials & Supplies Sub-Categories	Total Charged to Program	Total Previously Reported	Cumulative Actual Expenditures to date	Cumulative Updated Approved Budget
	\$	\$	\$	\$
Materials 1	50,000	40,000	90,000	190,000
			-	
			-	
TOTAL \$	50,000	40,000	90,000	190,000

- Provide details for each line item, at an invoice level in the schedule

FRM: Travel (foreign & domestic)

EC REF. NO.:	Ref #1	For the reporting period from:	01/07/2020	Through:	31/12/2020
		Number of months in segment:	6.0		

IV. TRAVEL
A) FOREIGN

Name of Person	Dates of Travel	Destination	Total Charged to Program	Total Previously Reported	Cumulative Actual Expenditures to date	Cumulative Updated Approved Budget
	from	to	\$	\$	\$	\$
Person 1	01/08/2020	15/08/2020	Destination 1	8,000	10,000	18,000
					-	
TOTAL			\$	8,000	10,000	18,000

B) DOMESTIC

Name of Person	Dates of Travel	Destination	Total Charged to Program	Total Previously Reported	Cumulative Actual Expenditures to date	Cumulative Updated Approved Budget
	from	to	\$	\$	\$	\$
Person 2	15/10/2020	30/10/2020	Destination 2	1,000	800	1,800
					-	
TOTAL			\$	1,000	800	1,800

FRM: Travel (foreign & domestic) (cont.)

Information & documentation required:

- Name of employee making the trip
- Dates of travel & destination
- Description of purpose of trip
- Accepted expenses:
 - ✓ air tickets - economy or business class
 - ✓ hotels
 - ✓ car rental & other transport costs
 - ✓ daily allowance for meals
 - ✓ communication
- All documentation must be available for audit

FRM: Subcontractors & Consultants

EC REF. NO.:	<u>Ref #1</u>	For the reporting period from:	<u>01/07/2020</u>	Through:	<u>31/12/2020</u>
		Number of months in segment:	<u>6.0</u>		
V. SUBCONTRACTS					
Name of Subcontractor	Service performed	Total Charged to Program	Total Previously Reported	Cumulative Actual Expenditures to date	Cumulative Updated Approved Budget
		\$	\$	\$	\$
Subcontractor 1	Service 1	30,000	-	30,000	70,000
				-	
TOTAL		\$		30,000	70,000
VI. CONSULTANTS					
Name of Consultant	Service performed	Total Charged to Program	Total Previously Reported	Cumulative Actual Expenditures to date	Cumulative Updated Approved Budget
		\$	\$	\$	\$
Consultant 1	Service 2	5,000	10,000	15,000	25,000
				-	
TOTAL		\$		5,000	25,000

FRM: Other Expenses

- Include items such as exhibitions, regulatory activities, standards certifications, field trials, patent registration, market surveys or other development related expenses, not covered by any of the previous expense categories
- Patent registration costs are allowable up to \$20,000 per patent, subject to a maximum of \$25,000 per registration in two regions, with a maximum of two patent fields (\$40,000 or \$50,000) per program

FRM: Other Expenses (cont.)

EC REF. NO.:	Ref #1	For the reporting period from:	01/07/2020	Through:	31/12/2020
		Number of months in segment:	6.0		

VII. OTHER EXPENSES

Name of Supplier	Description of Expenditure	Total Charged to Program	Total Previously Reported	Cumulative Actual Expenditures to date	Cumulative Updated Approved Budget
		\$	\$	\$	\$
Supplier 1	Other Expenditure 1	15,000	35,000	50,000	63,381
				-	
TOTAL \$		15,000	35,000	50,000	63,381

	Total Expenditures (\$)	208,150	259,150	467,300	952,381
G&A (%):	5.0%	10,408	12,958	23,365	47,619
	PROGRAM TOTAL (\$)	218,558	272,108	490,665	1,000,000



General & Administrative overhead rate – according to APB

FRM: Support Schedule

WORKING SHEET FOR FISCAL REPORT TO ENERGY CENTER (Please use a separate page for each budget type)					
ORGANIZATION NAME: <u>Organization 1</u>					
REPORTING SEGMENT PERIOD: From: <u>01/07/2020</u> Through: <u>31/12/2020</u>					
BUDGET ITEM: <div style="border: 1px solid black; padding: 2px 10px; display: inline-block;">Materials</div>					
Name of sub-category (taken from budget): <u>Material 1</u>					
Name of Supplier / Contractor	Date of Invoice	Invoice Number	Date of Payment	Check or Transfer No.	Amount \$
Supplier 1	15/08/2020	12345	30/08/2020	54321	3,459
TOTAL					3,459
Name of sub-category (taken from budget): <u>Material 2</u>					
Name of Supplier / Contractor	Date of Invoice	Invoice Number	Date of Payment	Check or Transfer No.	Amount \$
Supplier 2	10/10/2020	54321	30/10/2020	12345	5,478
TOTAL					5,478

- Working sheets (in same format) available for:
 - ✓ Purchased equipment
 - ✓ Expendable materials and supplies
 - ✓ Subcontractors & consultants
 - ✓ Other expenses
- Total of each sub-category must match “Total Charged to Program” for that sub-category in the FRM
- Itemize each expense in accordance to specified item in budget
- Documentation required:
 - ✓ proof related to program (invoice, purchase order, etc)
 - ✓ signed authorization by program manager
 - ✓ proof of payment
 - ✓ Subcontractors / consultants - need agreements
 - ✓ all documentation must be available for auditing

Consolidated Fiscal Reports (FRL)

- The FRL is a consolidated summary of actual expenditures incurred during a specific segment period within the Program
- Each ILL / USL is required to prepare a separate FRL of all CMs under its management
- FRLs are based on accounting records maintained by the CMs for recording all the Program's expenditures and their required periodic reporting to the ILL / USL through their Fiscal Report (FRMs)

Consolidated Fiscal Reports (cont.)

- Each FRL should be submitted to the EC by the ILL and USL within 1 month from the end of the semi-annual reporting period, together with the semi-annual Technical Report (TR) of the Consortium
- The FRL is a one-page summary report which is generated by automatic consolidation of the Cover Page summary table of all respective FRMs

The FRLs should be prepared and submitted by the ILL / USL using an Excel file:

“File #7 – EC Semi-Annual Consolidated Fiscal Report.xlsx”

Section A
of the 1 page
FRL

Consolidated Fiscal Report of all Consortium Members, by Country (Prepared by IL or U.S. Program Lead)			
EC REF. NO.:	<u>Ref #1</u>		
TO:	U.S. - IL Energy Center		
PROGRAM TITLE:	<u>Program 1</u>		
COUNTRY: (IL or U.S.)	<u>IL</u>		
LEAD ORGANIZATION NAME:	<u>Organization 1</u>		
TYPE OF REPORT: (Interim; Final)	<u>Interim</u>	Segment #:	<u>2</u>
REPORTING SEGMENT PERIOD COVERED (dd/mm/yy):		From: <u>01/07/2020</u>	To: <u>31/12/2020</u>
PROGRAM START DATE (dd/mm/yy):	<u>01/01/2020</u>	Number of months in segment:	<u>6.0</u>
CUMULATIVE UPDATED APPROVED BUDGET PERIOD (dd/mm/yy):		From: <u>01/01/2020</u>	To: <u>31/12/2021</u>
		Number of years in Cumulative Budget:	<u>2.0</u>

- Contains the identification of the Consortium, the ILL / USL and the fiscal reporting segment period.
- Filled-out automatically, from the Cover Page of the FRMs

FRL: Section B

<u>TOTAL EXPENDITURES of ALL CMs in COUNTRY</u>		<u>CONSOLIDATED CUMULATIVE ACTUAL EXPENDITURES (\$)</u>	<u>CONSOLIDATED CUMULATIVE UPDATED APPROVED BUDGET (\$)</u>	<u>Actual, as % of Budget</u>
Direct Labor	180,000		400,000	
Labor Overhead	45,000		100,000	
Total Direct Labor		225,000	500,000	45.0%
Equipment (Purchased & Leased)		300,000	640,000	46.9%
Materials & Supplies		180,000	380,000	47.4%
Travel: Foreign	36,000		60,000	
Domestic	3,600	39,600	8,000	68,000
				58.2%
Subcontracts		60,000	140,000	42.9%
Consultants		30,000	50,000	60.0%
Other Expenses		100,000	126,762	78.9%
Total Expenditures before G&A Overhead		934,600	1,904,762	49.1%
G&A overhead		46,730	95,238	49.1%
Total Expenditures of all CMs		981,330	2,000,000	49.1%
ILL / USL Overhead Allowance (2.5%):		24,533	50,000	49.1%
Total ILL / USL Cumulative Expenditures		1,005,863	2,050,000	49.1%

Section B
of the 1 page
FRL

FRL: Section B (cont.)

- The reports presents the consolidated cumulative actual expenses and the two year budget
- The consolidated cumulative actual expenses are filled-out automatically from the Cover Page of the FRMs of all the CMs (IL or US)
- The consolidated approved budget in this section should be filled-out

Section C
of the 1 page
FRL

We confirm that this report is prepared from separate accounting records maintained for recording the entire Program expenditures. The Program Manager's signature is his/her confirmation that all the listed items and expenditures were made by the organization within the framework of the Program.

Printed name and signature:

	Organization's Program Manager	Organization's Accounting Official	Organization's Authorizing Official
Signature:	<div style="border: 1px solid black; height: 100px; display: flex; align-items: center; justify-content: center;">Signature 1</div>	<div style="border: 1px solid black; height: 100px;"></div>	<div style="border: 1px solid black; height: 100px;"></div>
Printed Name:	<div style="border: 1px solid black; background-color: yellow; padding: 2px;">Name 1</div>	<div style="border: 1px solid black; background-color: yellow; padding: 2px;"></div>	<div style="border: 1px solid black; background-color: yellow; padding: 2px;"></div>
Title:	<div style="border: 1px solid black; background-color: yellow; padding: 2px;">Title 1</div>	<div style="border: 1px solid black; background-color: yellow; padding: 2px;"></div>	<div style="border: 1px solid black; background-color: yellow; padding: 2px;"></div>
E-mail:	<div style="border: 1px solid black; background-color: yellow; padding: 2px;">email 1</div>	<div style="border: 1px solid black; background-color: yellow; padding: 2px;"></div>	<div style="border: 1px solid black; background-color: yellow; padding: 2px;"></div>
Telephone no.:	<div style="border: 1px solid black; background-color: yellow; padding: 2px;">Tel. 1</div>	<div style="border: 1px solid black; background-color: yellow; padding: 2px;"></div>	<div style="border: 1px solid black; background-color: yellow; padding: 2px;"></div>
Date Submitted (dd/mm/yy):	<div style="border: 1px solid black; background-color: yellow; padding: 2px;">31/12/2020</div>		

- Contains the contact info signatures of the authorized signees
- The FRL has to be signed by the authorized persons of each ILL /USL

Variation from Budget

- Recognize up to 15% variation in any FRL budget item
- When there is no budget item or variation is greater than 15%:
 - ✓ can recognize against under spending on other items
 - ✓ written request must be submitted by the ILL/USL
 - ✓ detail the required changes
 - ✓ submit new budget, giving effect to changes requested
- When change results in a different allocation of tasks between CMs:
 - ✓ same procedure as above
- Requests for budget modification should be submitted together with the semi-annual FRL

Variation From Budget - Example

Allowances when No Budget modification is requested

	<u>Original</u> <u>Budget</u>	<u>Actual</u> <u>Expenses</u>	<u>Recognizable</u>
Direct Labor (incl. 25% Overhead)	500,000	450,000	450,000
Materials	100,000	80,000	80,000
Foreign Travel	10,000	20,000	11,500
Subcontractors	50,000	70,000	57,500
Consultants	<u> </u>	<u>45,000</u>	<u> </u>
	660,000	665,000	599,000
G&A – 5%	<u>33,000</u>	<u>33,250</u>	<u>29,950</u>
TOTAL	<u>693,000</u>	<u>698,250</u>	<u>628,950</u>

What Triggers Payments

Annex B to ECFA - PAYMENT OF GRANT

1. **First Payment** - On signing –

IL Lead:	\$
U.S. Lead:	\$

2. **Second Payment** –

After **receipt and approval** of the first semi-annual technical and fiscal reports, or after actual expenditures on the project **have equaled or exceeded** the required expenditure, whichever is later.

	Required Expenditure	Payment
IL Lead:	\$	\$
U.S. Lead:	\$	\$

3. **Final Payment** - After receipt and approval of the final technical and fiscal reports - the balance due to the Consortium, up to the total sum of the Grant.

The U.S.-Israel Energy Center

Annual Presentation to EC

and

Program Plan / Budget Update

Oct. 29, 2020

Uri Attir
EC-15 Coordinator

The Annual Presentation (ASP) to the EC

Once every year, the Consortium should prepare, submit and deliver an **Annual Summary Presentation (ASP)** to the EC **Executive Committee (ECEC)**. The ASP should be:

- Submitted within **7 weeks** from the end date of the 2nd, 4th, 6th, 8th and 10th semi-annual segments;
- Based on the TRs and FRLs submitted by the Consortium for the **2 most recent** semi-annual periods;
- Prepared as a **slide-presentation** of approximately **1 hour** in duration, containing approximately **30-40 slides**.

- For the Year Just Ended:
 - ✓ Main **objectives and tasks** planned and executed;
 - ✓ Main **results and accomplishments** achieved;
 - ✓ New **milestones** attained and **deliverables** available
 - ✓ Description of the **cooperation** and **collaboration** between the Consortium Members (CMs)
 - ✓ Any major R&D **difficulties / problems** or failures encountered

- For the Next Two Years:
 - ✓ Main anticipated R&D **problems / difficulties / failures** in the Consortium Program
 - ✓ Any anticipated **changes in the CMs** participating in the Program
 - ✓ Main anticipated changes in the **content of planned tasks** and or **start / end dates of tasks (GANTT)**
 - ✓ **Revised budgets** of all the CMs, and the **revised consolidated ILL / USL** budgets

- Once a year, the ILL and the USL should submit for approval an **updated Program Plan (GANTT)** and **updated Cumulative Budgets** (each one separately) for the next 2 years;
- The updated GANTT and Budgets should be submitted **at the same time** that the AP is submitted (**7 weeks** from year-end);
- The request for changes in the GANTT and in the Budgets, whenever significant, **should be reasoned / explained**;
- Once approved, they become the **Approved Project Budgets (APB)** to be included in the FRs of the **following 2 segments**, for comparison with the actual cumulative expenditures.

The U.S.-Israel Energy Center

Procedures & Guidelines for Files Downloading and Uploading

Oct. 29, 2020

Uri Attir
EC-15 Coordinator

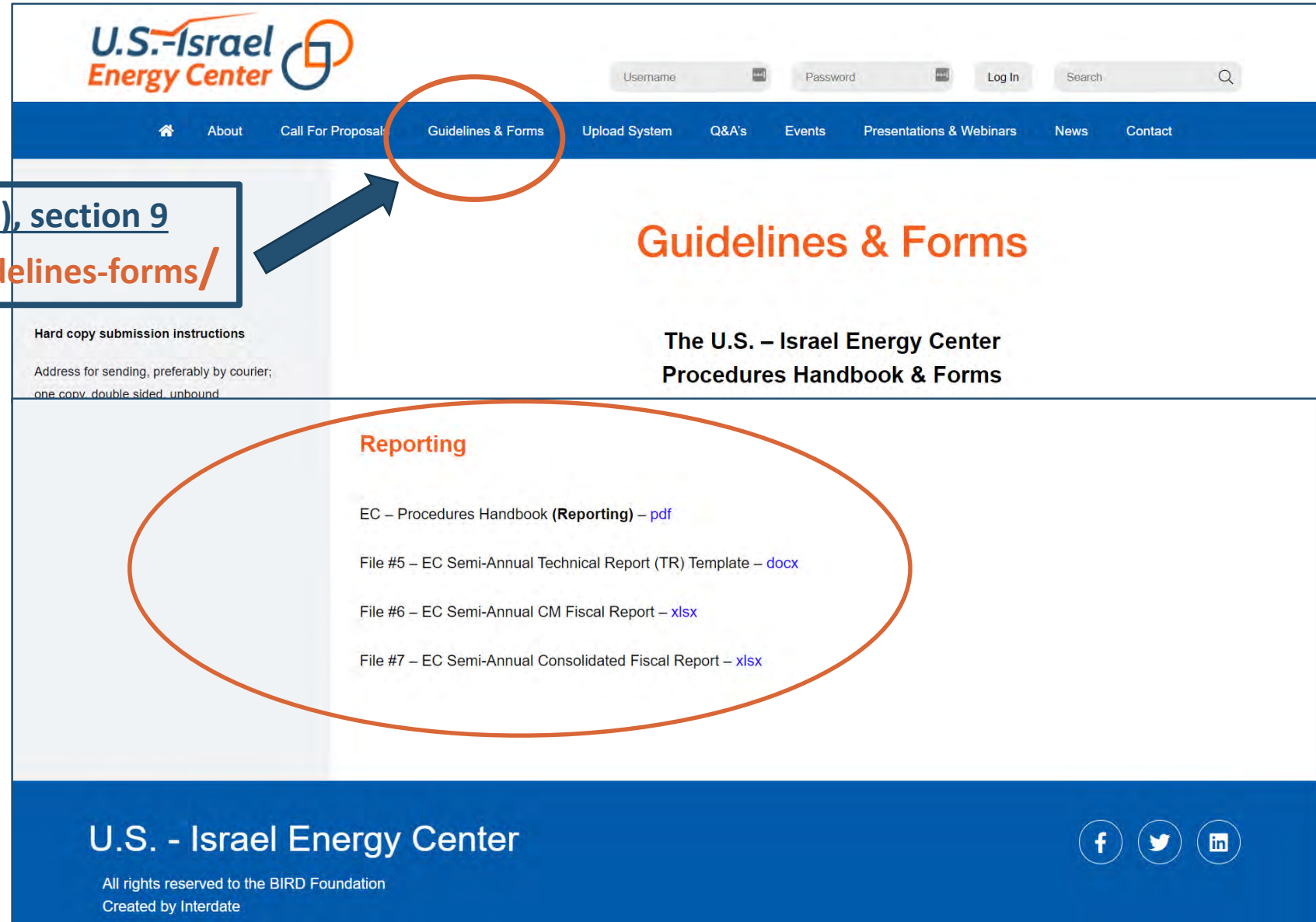
File #	Report Generated	Function and Name of File
	TR / FR	EC – Procedures Handbook (reporting).pdf
5	TR	File #5 – EC Semi-Annual Technical Report (TR) Template.docx
6	FRM	File #6 – EC Semi-Annual CM Fiscal Report.xlsx
7	FRL	File #7 – EC Semi-Annual Consolidated Fiscal Report.xlsx

Procedures Handbook (Reporting), section 9

<https://us-isr-energycenter.org/guidelines-forms/>

Procedures Handbook (Reporting), section 9

<https://us-isr-energycenter.org/guidelines-forms/>



U.S.-Israel Energy Center

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About Call For Proposal **Guidelines & Forms** Upload System Q&A's Events Presentations & Webinars News Contact

Guidelines & Forms

Hard copy submission instructions

Address for sending, preferably by courier;
one copy double sided unbound

The U.S. – Israel Energy Center Procedures Handbook & Forms

Reporting

- EC – Procedures Handbook (**Reporting**) – [pdf](#)
- File #5 – EC Semi-Annual Technical Report (TR) Template – [docx](#)
- File #6 – EC Semi-Annual CM Fiscal Report – [xlsx](#)
- File #7 – EC Semi-Annual Consolidated Fiscal Report – [xlsx](#)

U.S. - Israel Energy Center

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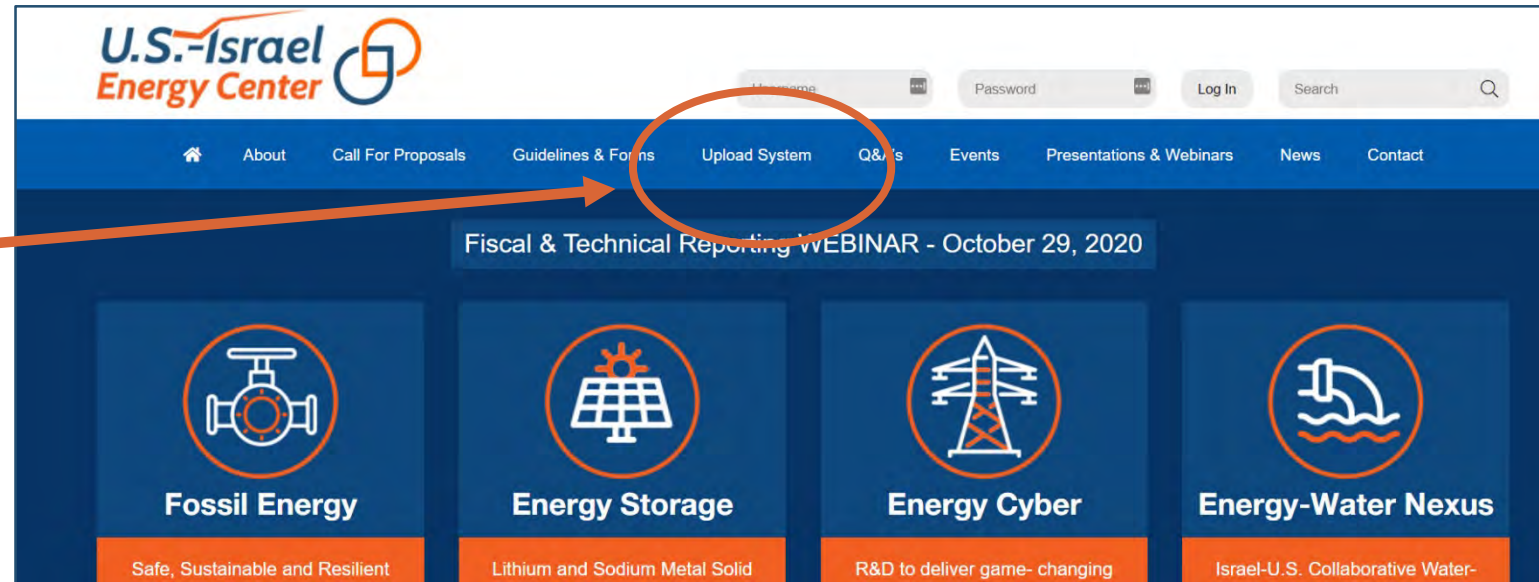
Example: A consortium that has a total of **6 members (CMs)**

# of files	Report Name	Description of Report	File Type
1	TR	<u>Signed Technical Report</u> for a semi-annual segment (1 report for the Consortium)	PDF
6	FRM	Fiscal Report of the CM for a semi-annual segment (separate for each CM)	Excel
2	FRL	Consolidated Fiscal Report of the USL / ILL for a semi-annual segment (separate for the ILL / USL)	Excel
2	FRL	<u>Signature page</u> of the Consolidated Fiscal Report of the USL / ILL for a semi-annual segment (separate for the ILL / USL)	PDF

11		Total files to upload	

(1) Go to the Energy Center Website:
<https://us-isr-energycenter.org/>

(2) Click the “**Upload System**” tab



(3) Click the “<https://ec-upload.birdf.com>” link

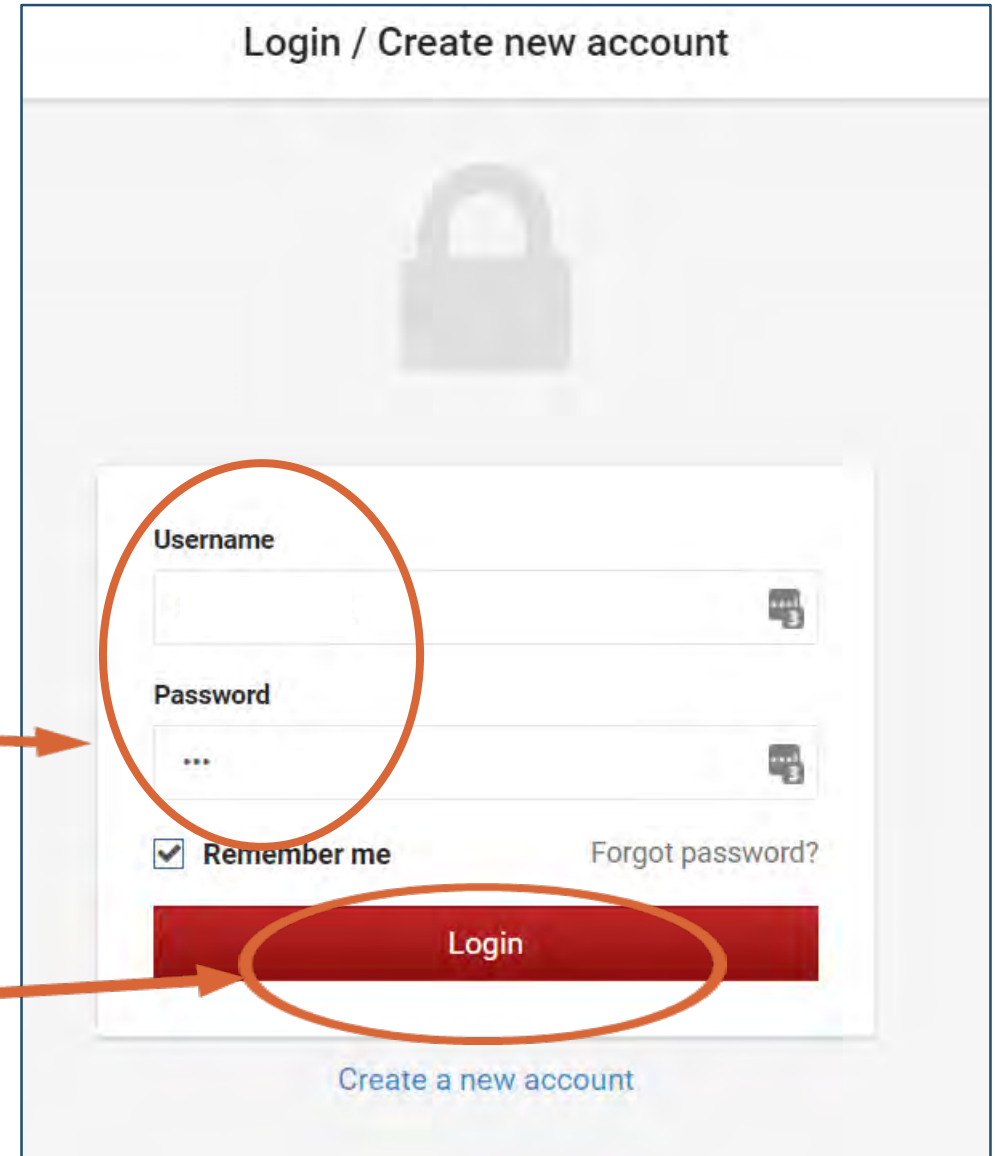


Example: The **ILL** of the EC-15 Program wants to upload the **Fiscal Reports (FRL, FRMs)**, for the **first** segment

(1) Enter your **Username** and **Password**

(2) Click the “**Login**” button to enter the upload system

Login / Create new account



Username

Password

☒ Remember me [Forgot password?](#)

Login

[Create a new account](#)

The system **recognizes** the user
as the ILL of the EC-15 Program

(3) Click the “**Continue**” button

Programs

+

Program ID	Program title	Partners
EC-2019-09-15	Israel-US Collaborative Water-Energy Research Center (Israel-US CoWERC)	

Continue

Notice that the system allows uploads **only to the applicable** (current) **segment** and **only to the ILL**

EC-2019-09-15

Executive Summary (Closed) Proposal (Closed) **Reports (Open)**

Program report number

Upload Fiscal and Technical Reports Here

Segment #	Due date	Fiscal US	Fiscal IL	Technical
1	1 Mar 2021	Not Submitted	Not Submitted Click to Upload	Not Submitted Click to Upload
2	1 Sep 2021	Not Submitted	Not Submitted	Not Submitted

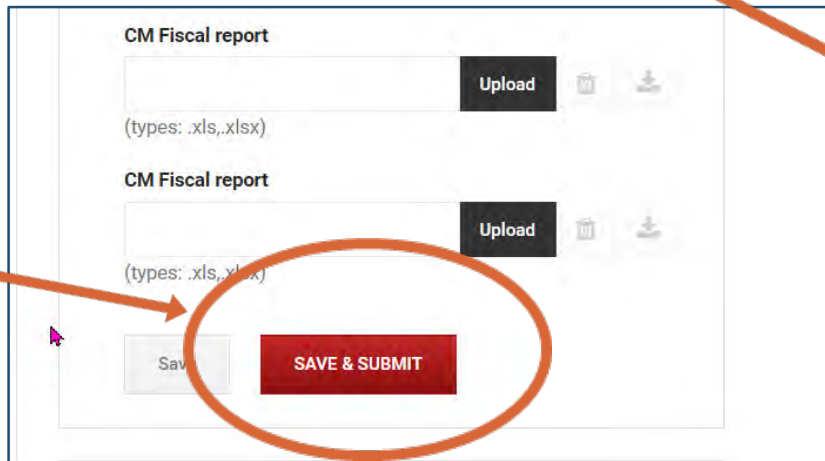
Notice that the **“Reports”** Tab is **(Open)** for uploads

(4) Click the **“Click to Upload”** button to upload the different required Fiscal Reports for the ILL

Notice that the system allows uploads **only to the applicable (current) segment** and only to the IL side of the Consortium

(5) Enter the appropriate files for the FRL and the FRM and click the **“Upload”** button

(6) Don’t forget to **“Save and Submit”** the uploaded files at the end of the process



CM Fiscal report

Upload

(types: .xls,.xlsx)

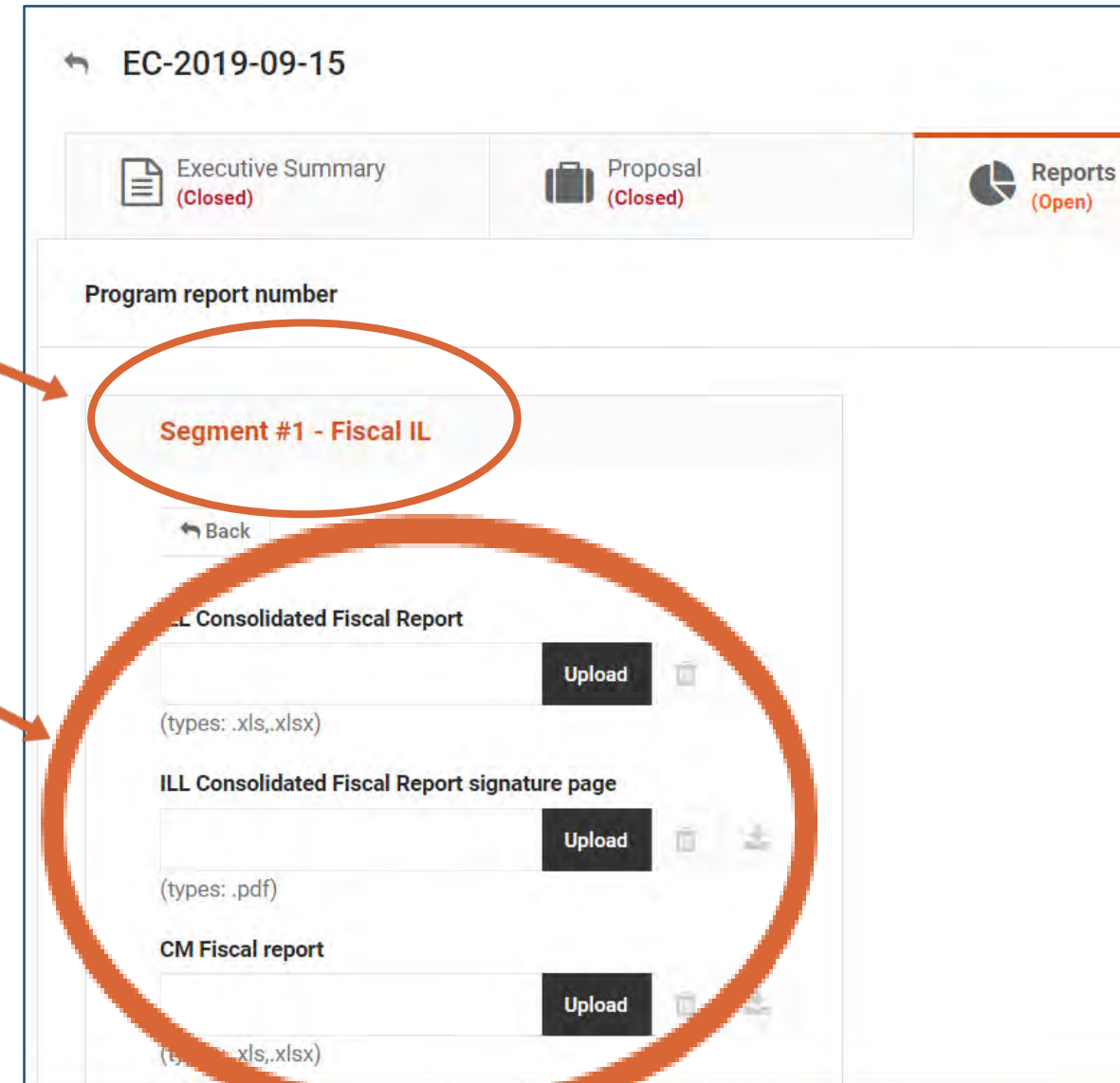
CM Fiscal report

Upload

(types: .xls,.xlsx)

Save

SAVE & SUBMIT



EC-2019-09-15

Executive Summary (Closed)

Proposal (Closed)

Reports (Open)

Program report number

Segment #1 - Fiscal IL

Back

IL Consolidated Fiscal Report

Upload

(types: .xls,.xlsx)

ILL Consolidated Fiscal Report signature page

Upload

(types: .pdf)

CM Fiscal report

Upload

(types: .xls,.xlsx)

Example: A consortium that has a total of **6 members (CMs)**

# of files	Report Name	Description of Report	File Type
1	ASP	Annual Summary Presentation (1 Consortium presentation)	PDF
1		Updated 2 year Program Plan (GANTT) (1 Consortium plan)	mpp/ excel
6	APB	Updated 2 year budget of the CM (separate for each CM)	Excel
2	APB	Updated Consolidated 2 year Budget of the USL / ILL (separate for the ILL / USL)	Excel

10		Total files to upload	

- Please submit questions through the **Q&A tab** at the bottom of your screen
- For reference, please include the **slide number** (top right), if relevant
- If we are unable to respond directly to your question, we will be happy to connect directly - **offline**

Thank You

With best wishes

from the

Energy Center and the BIRD Foundation

for a

Successful Outcome
of the Consortia Programs