

Guideline for Financial Project Reports to ICDP

Suggestions for Content and Structure

Financial Reports to ICDP are due after the operational phase of projects end and all major expenses have been covered. The reports will be available for active ICDP panel members and program officials but will not be published unless otherwise indicated by the responsible Principle Investigators. The structure listed below is a recommendation that can be modified as needed. Key is to list all project income (ICDP and all 3rd party funding) and all operational expenses in oversights and detailed listings.

Title of Report

Date

Name and affiliation of PI's signing

Table of Content

Preface

1. Overview of Funding

(incl.: Table of funding sources with all agencies providing financial support; Figure with pie chart of percentage of contribution from different sources)

2. Overview of Expenditures

(incl.: Table of major cost categories; Figure with pie chart or columns)

3. Overview of Budget Balance

(incl.: Table of funding sources and expenditures)

4. Expenditures with detailed listings of all costs

This could contain (each with subcategories):

- Preparation
- travel and accommodation
- mobilization, drilling operation
- demobilization
- education and outreach
- contractor costs
- total project costs or alike

(incl.: Table of categorized costs and expenditures from ICDP and non-ICDP sources)

5. Contractor Costs

(incl.: Table of drilling operations costs with category, days, costs per day, budgeted costs, invoiced costs, paid costs)

6. Payments by ICDP

(incl.: Table of Billings to and Payment by ICDP; table of itemized expenditures from project account funded by ICDP)