ESD
Earth Sciences Division

Proposal Submission Procedures

at a glance

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For complete information go to the Sponsored Projects Office (http://www.lbl.gov/Workplace/CFO/SPO/), ESD Proposal Development Center (http://www-esd.lbl.gov/ESD_general//proposalcall.html), or ESD Business Practices: Proposal Submission and Processing (http://www-esd.lbl.gov/workplace_resources/business_practices/proposal.html)

Investigators must obtain Program/Department Head and Division Director approval before submitting any proposals to DOE or other funding sources (Sponsors)!

Planning and Development

- Use the Proposal Initiation Form (Form No. EBPT5-1) to gather necessary information needed to initiate the proposal process (download the form from ESD Proposal Development Center page).
- Communicate with the appropriate Program Head and our Budget/Resource Analysts. Allow sufficient time for processing by:

  - Grace Miller, x6726—DOE and Field Work Proposals (FWP)
  - Bridget Kramer, x4804—Work For Others (WFO)
  - Rick Inada, x5882—Sponsored Projects Office (SPO)
  - DOE On-Site Staff

- Please call Grace or Bridget first to discuss how much time they will need to develop/process your proposal.

Review

- All proposals (formal and informal) must be reviewed by:

  - Appropriate Program Head
  - One ESD technical person in the same area of expertise as the proposal

- Co-Investigators cannot review their own proposal.
- Proof of review is needed such as signatures of reviewers on the Proposal Initiation Form or an accompanying e-mail from reviewer(s).
- Give your reviewers ample time and any Sponsor guidelines so that they may provide a thorough and constructive review.
- The reviewers must ensure that the proposed work is consistent with ESD and LBNL's mission.

Approval and Submittal

- Proposals must be submitted to Division Director for signature no later than three days prior to the Sponsor's submission deadline.
- The Sponsored Projects Office is responsible for submitting proposals on behalf of LBNL.

For a complete description of these and all other policies, please refer to the LBNL RPM at http://www.lbl.gov/Workplace/RPM/, or contact Maryann Villavert, ESD Business Manager 510/486-7357, mvillavert@lbl.gov.

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