

For complete information go to the Sponsored Projects Office <http://www.lbl.gov/Workplace/CFO/ospip/>  
ESD Proposal Development Center [http://esd.lbl.gov/resources/workplace/budget\\_finance/proposals/](http://esd.lbl.gov/resources/workplace/budget_finance/proposals/)

**Investigators must obtain Program Head and Division Director approval before submitting any proposals to DOE, Work For Other (WFO), or any other funding sources (Sponsors)!**

### PLANNING AND DEVELOPMENT

- Use the Proposal Initiation Form to gather necessary information needed to initiate the proposal process (download the form from ESD Proposal Development Center page – see url above).
- Communicate with the appropriate Program Head, Program Administrator and our Budget/Resource Analysts.
- Allow sufficient time for processing. Please call appropriate Program Administrator first to discuss how much time they will need to coordinate/process your proposal.

Climate & Carbon Sciences.....	Rosie Davis.....	x7496
Energy Resources.....	Karen Yamamoto.....	x4161
Environmental Remediation.....	Lisa Kelly.....	x5041
Fundamental & Exploratory Research.....	Carol Valladao.....	x5781
Geological Carbon Sequestration.....	Helen Prieto.....	x6696
Nuclear Energy & Waste.....	Helen Prieto.....	x6696
DOE Budgets.....	Grace Miller.....	x6726
Work For Others (WFO) Budgets.....	Bridget Kramer.....	x4804
Sponsored Projects Office (SPO).....	Rick Inada.....	x5882
Safety Coordinator.....	Vivi Fissekidou.....	x5610
Technical Editor/Writer.....	Dan Hawkes.....	x8602

### REVIEW

- All new proposals must be reviewed by:
  - Appropriate Program Head, or designate in their absence
  - One ESD technical person in the same area of expertise as the proposal  
(Note: Technical reviewer may not be a participant on the proposal)
  - Technical Editor/Writer, Dan Hawkes (this is highly recommend, however not required)
- If it is a renewal proposal, and no significant changes were made, approval by the Program Head is sufficient.
- Proof of review is required via signatures on the Proposal Initiation Form (PIF) or an accompanying e-mail from the reviewer(s).
- Provide your reviewers with ample time review your proposal. Also, provide them with any Sponsor guidelines (i.e. the solicitation) so that they may provide a thorough and constructive review.
- The reviewers must ensure the
  - proposal has scientific and/or technical merit
  - content and merit are adequate
  - proposed method and budget are reasonable and appropriate
  - proposal is complete and meets the requirements of the solicitation
  - proposal meets the mission of ESD, LBNL and DOE

### FINAL SUBMITTAL PROCESS

- Final proposals should be submitted to Krys Avina for Don DePaolo's final review and approval.
- Program Administrators (DOE) or Bridget Kramer (WFO) will submit final/approved proposals to the appropriate funding agency and/or Sponsored Projects Office.