

Instructions for LDRD Proposals

Use the Proposal Template (JLab_LDRD_Proposal_Template.docx) to create your LDRD project proposal, and to provide an explanation of your budget, if necessary. Instructions on the content of each section are provided below.

Use the Proposal Cost Template (JLab_LDRD_Proposal_Cost_Template.xlsx) (an Excel spreadsheet file) to define your requested budget by fiscal year. Do **NOT** include the budget in the proposal Word file. It is to be submitted as a second, complementary document.

Naming Conventions

Name your proposal file with your Division name and then a description; for example:

Accelerator_NewKlystronDevelopment.docx

CIO_AdvancedSoftwareAndComputingForExperimentalPhysics.docx

Engineering_HighEfficiencyMagnetronSourceForSRFAccelerator.docx

FEL_DesignAndEvaluationOfANextGenerationLightSource.docx

Physics_AdvancedModelingandSimulations.docx

Name the proposal cost template using the same name (but with the .xlsx extension)

Saving Conventions

Save your proposal as an MS Word file and your proposal cost document as an Excel spreadsheet file.

Uploading

Upload your proposal and proposal cost files to the LDRD SharePoint site for review following the instructions on the LDRD website (<http://ldrd.jlab.org/>****)

Instructions: Section-by-Section Proposal Content Guidance

Title Page

Fill in the blanks providing the requested information.

Intellectual Property Statement/Disclaimer

Leave this statement in your document so it is included as part of the permanent record of your proposed project.

Abstract

Provide an abstract for the proposal that is no more than a few sentences. Outline the general plan of work, and indicate how the proposal addresses the objectives of the DOE LDRD Program as outlined in the DOE Order O 413.2B (<http://www.directives.doe.gov/pdfs/doe/doetext/neword/413/o4132b.pdf>)

1.0 Summary of Proposal

1.1 Description of Project

Provide a summary of the scientific concept of the proposed project including the motivation for the undertaking and the approach that will be used to conduct the investigation. Also indicate how the project meets the general criteria of the LDRD Program. To quote from the program description,

“The LDRD program contributes to the Laboratory’s scientific staff capability and vitality by supporting initial and exploratory work in forefront areas of science and technology that advance Laboratory research and development core capabilities. Areas eligible for support include: advanced study of new hypotheses, new concepts, and innovative approaches to scientific or technical problems; experiments directed towards “proof-of-principle” or early determination of the utility of new scientific ideas, technical concepts, or devices; and conception and preliminary technical analysis of experimental facilities or devices.”

Also indicate how the proposed project is tied to the mission of the Office of Science “to foster, formulate, and support forefront basic and applied research programs which advance the science and technology foundations necessary to accomplish

Department of Energy (DOE) missions: efficiency in energy use, diverse and reliable energy sources, improved health and environmental quality, and fundamental understanding of matter and energy.”

1.2 Expected Results

Clearly enunciate what are the expected results and how they will impact the science.

Note: taken together, the **Description of Project** and **Expected Results** should not exceed one page, using the given font and size. The content should be understandable by the non-expert. Do not use jargon (defined by Webster as the “technical or secret vocabulary of a science”), as this has no meaning or utility to the non-expert.

2.0 Proposal Narrative

The narrative comprises the research plan for the proposed project. **The majority of the narrative should address the Approach/Methods and Anticipated Outcomes/Results.** The narrative should contain the subsections below. Their content is obvious from the section titles. You may (or may not) choose to include a summary paragraph here before beginning to discuss the details.

2.1 Purpose/Goals

2.2 Approach/Methods

2.3 Specific Location of Work

2.4 Anticipated Outcomes/Results

3.0 VITA (Lead Scientist)

This information is required for the lead scientist on the proposal. Provide concise (one page) vita, listing professional and academic essentials and complete contact information.

4.0 Budget Explanation

Use this section of your proposal to *explain* your budget, if necessary. The budget itself will be in a separate file as discussed below.

Before completing this section of the proposal, the budget for your proposed LDRD project should be developed using the LDRD Proposal Cost Template (an Excel Spreadsheet). Budget preparation guidance is included in the Proposal Cost Template. That file will be submitted together with the proposal. The budget must be broken down by fiscal year. Burden & Indirect Rates will be adjusted for the Fiscal Year rates when available. The budget should be developed in coordination with your Division's Business Manager.

Break down the funding by fiscal year and by the broad categories of labor, materials and supplies, travel (foreign & domestic), services and subcontracts.

Note that LDRD funds cannot be used to:

- Substitute for or increase funding for any tasks for which a specific limitation has been established by Congress or the DOE, or for any specific tasks that are funded by DOE or collaborators.
- Fund projects that will require the addition of non-LDRD funds to accomplish the technical goals of the LDRD project.
- Fund general purpose capital expenditures with the exception of acquisition of general purpose equipment that is clearly required for the project and is not otherwise readily available from laboratory inventory.

Indicate the intent to use collaborators, postdoctoral research associates, and/or students. Identify the various burdens applied, i.e., organizational, materials, contracts, and any other charges. Include the Laboratory G&A in the budget statement.

All other responsibilities and procedures should be consistent with those for other DOE scientific programs and projects. Examples of the latter include environment-health-safety responsibilities, project accounting, record keeping, procurement activities, and foreign travel regulations. Travel authorization is subject to the same controls and ceilings as other DOE funded projects.

See the LDRD website (**insert url here**) for further information.

References

Include here, as appropriate, citations to pertinent publications.

Attachments

Additional information may be provided in the form of attachments.