

# **Information for Funded FY16 LDRD Projects**

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# Current Status (We Hope!)

- Your project is formally launched and work is underway. At this point you should have:
  - completed your formal budget development and have appropriate spending authority
  - completed an EHS&Q review of any potential issues and put in place measures identified as necessary

*If you have comments on how we could streamline these processes for next year, please let us know.*

# **Upcoming Formalities:**

## **Information for Funded FY16 LDRD Projects**

- You must submit:
  - a Mid-Year Report (due 4/30), and
  - an Annual Report (due 10/29)  
(both are of modest length, w/ some specifics required – details follow)
- “Tweaks” in project plan/funding details (but not the funding total) are possible in conjunction with the mid-year report
- You must submit (due date ~4/30) a proposal for the 2<sup>nd</sup> (and, if applicable, 3<sup>rd</sup>) year of funding (the format will be similar to the proposal submitted last April, but with the addition of a section summarizing progress)

# The Mid-Year Progress Report (due 4/16)

- **Total length (absent requests for consequent changes) will be of order 2 pages. The report will include:**

- **Project Status:** Provide a summary of scientific or technical progress to date, and include your plans (as appropriate) to submit a request for a project extension (2<sup>nd</sup> or 3<sup>rd</sup> year funding).

Note: Only projects that are successfully meeting their project proposal milestones will be eligible to compete for future LDRD funds

- **Project Plan:** Provide a brief explanation for the remainder of the year. If there is a project re-plan provide an explanation for the re-plan focusing on changes from the proposal, future milestones, and anticipated results.
- **Budget:** The CFO staff (Eden Evans for all of this year's projects) will provide a graph of budget progress after you submit your report.

# Proposal for Year 2 (or 3) Funding Continuation (due ~4/30)

- Basic proposal format is identical to what you submitted last April (though you are encouraged to update it to reflect changed understanding of the issues and possibilities).
- There is one explicit major additional section you must add: ***Prior year(s) accomplishments*** in the context of milestones listed in your proposal and in prior year proposals (Note: the information provided in this section should be extensive)

# **Annual Report (due 10/29/15)**

- The lead scientist provides a brief (~two page) scientific report to the LDRD Program Manager. The purpose of this report is to give a brief overview of the project, summarize the research and development efforts, and the outcomes and results.
- The report will be made into a public document and posted online, therefore no proprietary, sensitive, or competitively disadvantageous (to the Laboratory or lead scientist) details should be included; overview and/or general descriptions typically fulfill the reporting requirements. Nor is it a stand-alone or formal scientific publication, so detailed methodological descriptions, references, and footnotes typically are not included.

# Annual Report Outline (due 10/29/15)

- Project Title: *formal title as funded*
- Principal Investigator: *your name*
- Project Description: *~1/2 page – roughly your proposal introductory paragraph – updated as appropriate*
- Accomplishments: *~ one page summary*
- Publications resulting from the work to date:  
*provide list*
- Workshops attended relevant to the Project:  
*provide list, identify talks given*
- *Add Appendix with questions on the following VG and their answers*

*Note: Total length should be no more than ~2 pages plus the Appendix*

# Annual Report Appendix

Formal questions posed by DOE to us (and hence to you) to be included as an Appendix.

Question	Answer
Will follow-on funding (post-LDRD project) be applied for?	
Source of support for follow-on funding?	
Has follow-on funding been obtained?	
Amount of follow-on funding (\$K)?	
Number of Post Docs supported by LDRD project?	
Number of students supported by LDRD project?	
Number of scientific staff/technical staff hired with LDRD funding?	
Number of copyrights filed (beyond publications)?	
Number of invention disclosures filed?	
Number of patent applications filed?	

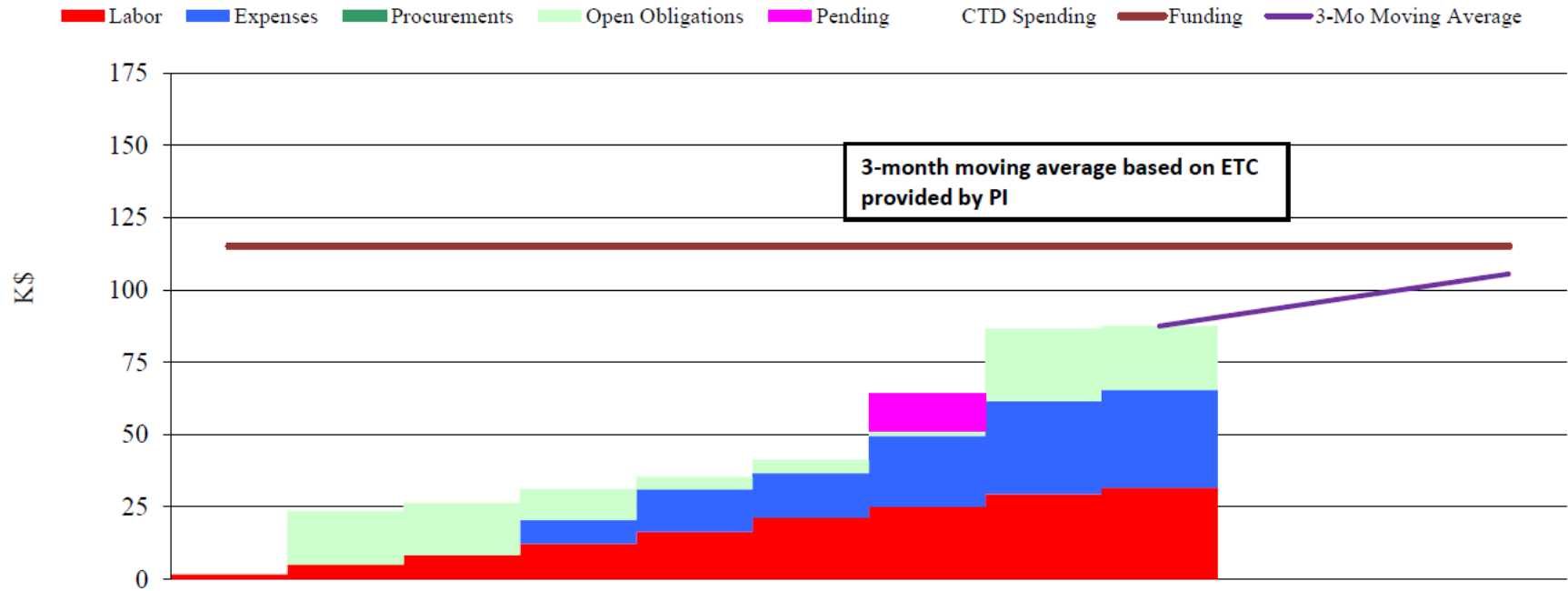


## Last But Not Least

- LDRD Project funding is through lab Overhead (about a 1% tax on all other activities). Rules governing spending are therefore unusual
- An important reminder: the funds you have received for FY16 ***MUST*** be spent by September 30, 2016. They do not/can not “roll over”
- This means not only expensed, but also costed!
- You must NOT exceed your budget; plan carefully
- You will be receiving monthly budget summaries from your financial officer (Eden Evans for all of you this year). Understand them, and adjust your efforts as necessary to hit the end of year target

# MEIC LDRD Polarized Light Ions - Christian Weiss

## WBS 1.0P.1.2.3.1 (Direct \$K)



	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15
CTD Spending	2	23	26	31	35	41	64	87	88			
Pending	0	0	0	0	0	0	13	0	0			
Open Obligations	0	18	18	11	4	5	2	25	22			
Procurements	0	0	0	0	0	0	0	0	0			
Expenses	0	0	0	8	15	15	25	32	34			
Labor	2	5	8	12	16	21	25	30	32			
Funding	115	115	115	115	115	115	115	115	115	115	115	115
3-Mo Moving Average									88	94	100	106

**Any Questions?**