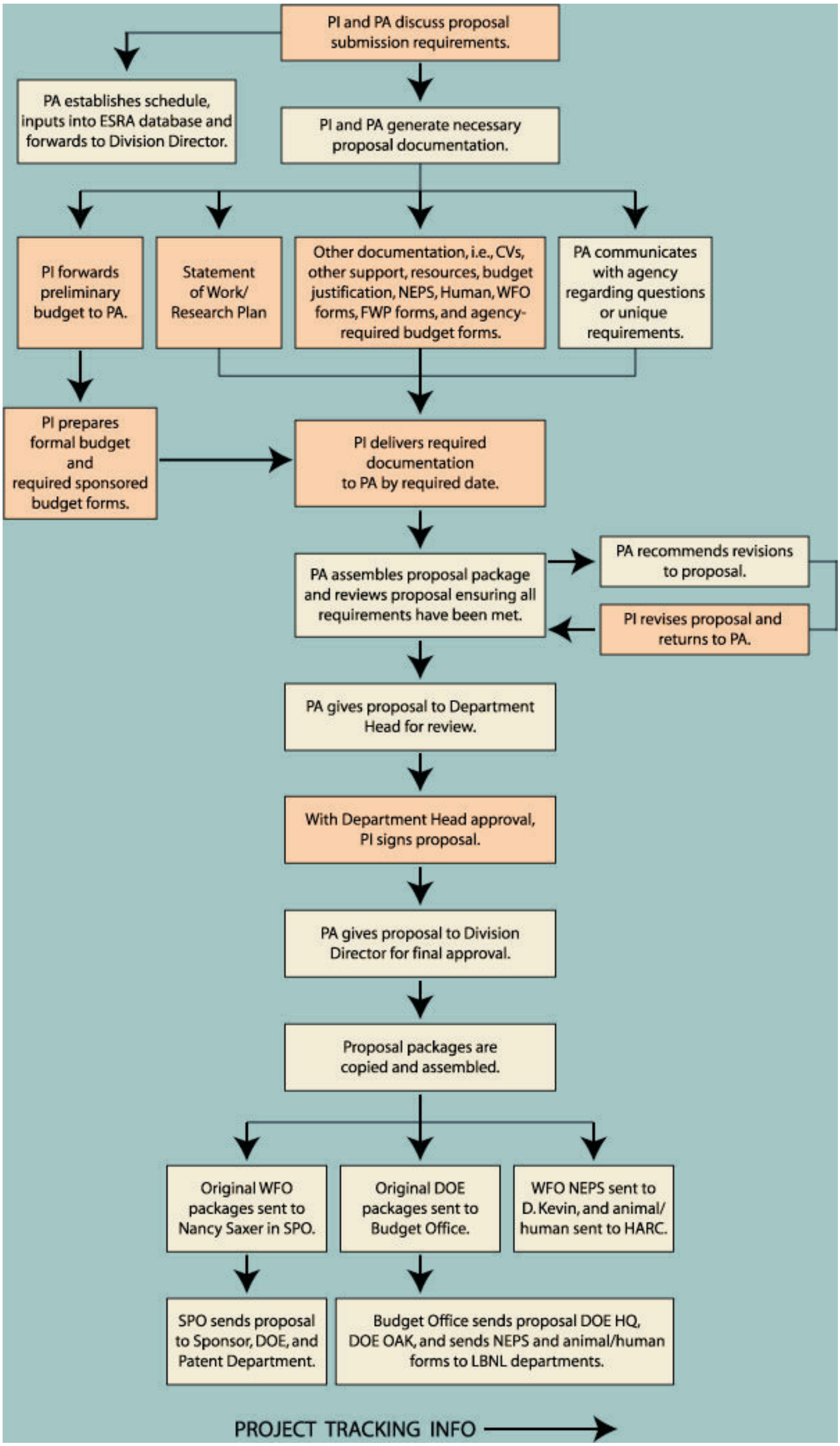
PI and PA discuss proposal submission requirements.
PA establishes schedule, inputs into ESRA database and forwards to Division Director.
PI and PA generate necessary proposal documentation.
PI forwards preliminary budget to PA.
Statement of Work/ Research Plan
Other documentation, i.e., CVs, other support, resources, budget justification, NEPS, Human, WFO forms, FWP forms, and agency-required budget forms.
PA communicates with agency regarding questions or unique requirements.
PI prepares formal budget and required sponsored budget forms.
PI delivers required documentation to PA by required date.
PA assembles proposal package and reviews proposal ensuring all requirements have been met.
PA recommends revisions to proposal.
PI revises proposal and returns to PA.
PA gives proposal to Department Head for review.
With Department Head approval, PI signs proposal.
PA gives proposal to Division Director for final approval.
Proposal packages are copied and assembled.
Original WFO packages sent to Nancy Saxer in SPO.
Original DOE packages sent to Budget Office.
WFO NEPS sent to D. Kevin, and animal/ human sent to HARC.
SPO sends proposal to Sponsor, DOE, and Patent Department.
Budget Office sends proposal DOE HQ, DOE OAK, and sends NEPS and animal/human forms to LBNL departments.
PROJECT TRACKING INFO