ESD
Earth Sciences Division

Proposal Submission Procedures at a glance

May2003

Proposal Submission Procedures

- Obtain Department Head Approval before submitting proposals to DOE or other funding sources

- Use the Proposal Initiation Form to gather necessary information needed to initiate the proposal process (download from http://www-esd.lbl.gov/proposalcall.html)

- Allow sufficient time for processing by:
  - Grace Miller x6726 (DOE and other agency Proposals)
  - Bridget Kramer x4804 (WFO and subcontracts)
  - Sponsored Projects Office
  - DOE Oakland staff

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

- Proposals must be reviewed by:
  - Appropriate Program Head
  - One ESD technical person in the same area of expertise as the proposal
  - Co-authors cannot be reviewers
  - Proof of review is needed such as signatures of reviewers or an accompanying e-mail from reviewer

- Give your reviewers ample time so that they may provide a thorough review

- Proposal must be submitted to Division Director for signature no later than three days prior to submission deadline

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 Linda Wuy, ESD Business Manager 510/486-7418, ldwuy@lbl.gov

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