

NP Office Hours: The Proposal Life Cycle

Office of Nuclear Physics (NP)

April 1, 2024

Ken Hicks and Spiros Margetis



U.S. DEPARTMENT OF
ENERGY

Office of
Science

[Energy.gov/science](https://energy.gov/science)

Office of Science Code of Conduct

- The DOE Office of Science (SC) is fully committed to fostering safe, diverse, equitable, and inclusive work, research, and funding environments that value mutual respect and personal integrity. The Office of Science expects the members of the scientific communities engaged in SC-sponsored activities to conduct themselves in a manner that is respectful, ethical, and professional.
- The DOE SC does not tolerate discrimination or harassment of any kind, including sexual or non-sexual harassment, bullying, intimidation, violence, threats of violence, retaliation, or other disruptive behavior in the federal workplace, including DOE field site offices, or at national laboratories, scientific user facilities, academic institutions, other institutions that we fund, or other locations where activities that we support are carried out.

The DOE policies and procedures for the prevention of discrimination and harassment:

<https://science.osti.gov/SW-DEI/DOE-Diversity-Equity-and-Inclusion-Policies/DOE-Policies-Prohibiting-Discrimination-and-Harassment>

Overview

- Phase 1: preparation
- Phase 2: review
- Phase 3: award decision
- Phase 4: ending an award

Preparation: before you write

- Familiarize yourself with the NP Research Areas
 - See the NP website: <https://science.osti.gov/np>
 - If questions, contact the Program Manager in your subprogram
- **Read the Funding Opportunity Announcement (FOA) guidelines!**
 - See the NP website: <https://science.osti.gov/np/Funding-Opportunities>
 - Follow all instructions, including any deadline for submission
 - Reach out to your Program Manager with any questions on FOA requirements
- Contact your Institution's Research Office about your planned proposal
- Ask your colleagues to read drafts of your proposal
 - Proposal readers do not need to be from your department—the more readers the better!

Preparation: continued

- Make sure your institution is registered with SAM (<https://www.sam.gov/>) and Grants.gov (<https://www.grants.gov/web/grants/applicants/registration.html>).
 - This may take up to a month to complete.
- Register/update information in the DOE's Portfolio Analysis and Management System (PAMS).
 - [Portfolio Analysis and Management System \(PAMS\) | Department of Energy](#)
- Enter your biographical sketches, current & pending support in the Science Experts Network Curriculum Vitae (SciENcv) system.
 - <https://www.ncbi.nlm.nih.gov/sciencv/>
- Consider registering an Open Researcher and Contributor ID (ORCID) for publication and collaboration identification.
 - [About ORCID - ORCID](#)

Preparation: writing

- Decide on word processing software (Word, LaTeX, etc.)
 - Collect all figures in a common format (PDF, JPG, etc.)
- **Be aware of page limits** (typically 15 pages)
 - Make an outline of pages for each section, including figures
 - Save space for any required tables (student tracking, etc.)
 - Cover page/abstract and references are not included
- In addition, check formatting:
 - Title page has the correct format (see FOA instructions)
 - Required tables and attachments have correct format
 - For example, conflict-of-interest (COI) must be attached as an Excel spreadsheet

Preparation: submit

- Again, read the FOA.
 - All proposals are submitted via Grants.gov
- Work with your Sponsored Research Office (SRO) regarding their guidelines and timelines.
 - Most SROs require significant time to review submissions.

Review Timeline

- Proposal assigned to appropriate Program Manager – 2 weeks
- Internal review by Program Manager – 2 weeks
- Merit review – 1 to 3 months
- Review of risk – 1 to 2 months

Award Decision

- If your proposal is awarded, be prepared to discuss a revised budget with the Program Manager and your SRO.
- If your proposal is declined, reach out to your Program Manager regarding future submissions after reading proposal reviews.

Actions after the Award Decision

- Prepare and submit a Public Abstract
 - This should be in non-technical language and limited to 1 short paragraph
- Prepare and submit a Revised Budget
 - Your program manager will give guidance on what changes to make
- Be aware of the timeline from an award decision to the receipt of funds is several months!
- Update your Program Manager if scope or funding plans change
- Annual Reports are required
 - The first one is submitted one year after the award start date

Ending an Award

- After an award ends, the award must be closed out in three areas:
 - Financial: Are there unspent funds? (SF-425, Federal Financial Report)
 - Science Scope: What progress made since the last annual report? (Final Technical Report)
 - Property: Intellectual property and equipment (Patent Certification and SF-428)
- NP reviews the Final Technical Report, other offices review the Financial and Property documentation.

Questions?

- Our email addresses:
 - Spiros Margetis: Spyridon.Margetis@science.doe.gov
 - Ken Hicks: Kenneth.Hicks@science.doe.gov
- If we can't answer, we'll refer you to someone who can!

Upcoming NP Office Hours

- Monday, May 6: Post-award actions: Annual Reports
- For more information:
 - <https://science.osti.gov/np/officehours>