



*BASIC ENERGY SCIENCES -- Serving the Present, Shaping the Future*

# *Basic Energy Sciences Advisory Committee*

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# *Follow On Actions from the Chemical Sciences COV*

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The February report of the Committee of Visitors provided recommendations in two main categories:

- General recommendations
  - Both university and laboratory activities [i.e., documentation] will benefit from standardization
  - National Laboratory program documentation
    - New initiatives generally well documented
    - Continuing program documentation less complete
- Program specific recommendations

During the past six months, we have reexamined our processes for review. We will implement new, standardized processes beginning in FY 2003.

# *Follow On Actions from the Chemical Sciences COV*

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- Presented the merit review procedures for laboratory proposals and grant applications in a table that clearly displays the steps in each process, as well as the analogies
- Developed a standard letter to reviewers
- Developed an Office of Basic Energy Sciences *GUIDE FOR PREPARATION OF REVIEW DOCUMENTS* that will be used for laboratory activities
- Developed standard document archiving procedures for laboratory activities
- Prepared a list of laboratory activities that will be reviewed in FY 2003

After the foundation documents have been “beta tested” for clarity by external readers, they will be placed on the BES website. The new procedures will go into effect at the beginning of FY 2003. The details will be presented to the next COV in 2003.