

**Frequently Asked Questions**  
**FY 2013 DOE Office of Science Early Career Research Program**  
**Version 1, Updated July 20, 2012**

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**Eligibility**

**Q: How does the DOE Office of Science define “early career”?**

A: Principal Investigators are within 10 years of having received a Ph.D. and are either untenured assistant professors on the tenure track, untenured associate professors on the tenure track, or full-time, nonpostdoctoral, permanent DOE national laboratory employees. For the present competition, those who received doctorates no earlier than 2002 are eligible.

**Q: The funding announcement states, “...a Principal Investigator may not participate in more than three Office of Science Early Career Research Program competitions.” Does submission of a preapplication count as participation?**

A: No. Participation in the competition is defined as submission of a full application.

**Q: Is the program limited to Principal Investigators (PIs) who are U.S. citizens?**

A: No, but the PI must be employed by either a U.S. academic institution or a DOE national laboratory.

**Q: Can postdoctoral fellows apply for awards under the DOE Early Career Research Program?**

A: Postdoctoral fellows may not apply directly. However, a PI may include postdoctoral support for the project in the proposed budget.

**Q: I defended my Ph.D. dissertation in 2001, but I graduated in 2002. Am I eligible?**

A: If the Ph.D. conferment date posted on the academic transcript is a date in 2002, you are eligible.

**Q: I am a Ph.D. candidate, but I have not yet received my Ph.D. Am I eligible?**

A: You must have a Ph.D. as of the proposal due date, November 26, 2012.

**Q: If I have previously won an early career award from another agency or a nonprofit organization, am I eligible?**

A: Yes.

**Q: Are research professors eligible?**

A: No. In universities, only untenured assistant professors or untenured associate professors on the tenure track with Ph.D.'s earned within the past ten years are eligible.

**Q: If I received an Office of Science Early Career Research Program award previously, am I eligible?**

A: No.

**Q: If I have an early career award from a previous Office of Science early career program sponsored by an individual program office (e.g., HEP or NP Outstanding Junior Investigator; FES Plasma Physics Junior Faculty Award; ASCR Early Career PI), can I apply?**

A: Yes. If you are selected for an award, though, you must forgo the remaining years of funding for the current award when the new award begins. This FAQ addresses only the previous program-specific opportunities superseded by the new Early Career Research Program, which began three years ago.

**Q: I am an untenured assistant or associate professor on the tenure track and have applied for tenure but have not yet received it. Am I eligible?**

A: You are eligible if you are untenured but still on the tenure track as of the proposal due date of November 26, 2012.

**Q: I am currently part time at a national laboratory but will convert to full-time status beginning in September. Am I eligible?**

A: You are eligible if you meet the eligibility requirements as of the proposal due date of November 26, 2012.

**Q: I have accepted a position as an untenured assistant or associate professor on the tenure track at a U.S. academic institution, but I have not yet begun the job. Am I eligible?**

A: You must be employed in the position on the proposal due date, November 26, 2012.

**Q: I have accepted a position as a full-time permanent non-postdoctoral DOE national laboratory employee, but I have not yet begun the job. Am I eligible?**

A: You must be employed in the position on the proposal due date, November 26, 2012.

**Q: I have earned two Ph.D.'s. One is within the ten-year eligibility window, and one is not. Am I eligible?**

A: If a person has multiple Ph.D.'s, the discipline of the one they have earned within the ten-year eligibility window should be relevant to the proposed idea.

**Q: I previously won a Presidential Early Career Award for Scientists and Engineers (PECASE). Am I eligible?**

A: Yes. Previous winners of PECASE are eligible. If you received your PECASE award through the DOE Office of Science and the award is still active, you must forgo the remaining years of funding for the current award when the new award begins.

**Q: My national laboratory has certain appointments not considered permanent but also not considered postdoctoral. Are people in these appointments eligible?**

A: To make this determination, the laboratory director should work with Dr. Linda Blevins of DOE to answer the following set of questions generically for the type of appointment (and not for any individual currently occupying the appointment): (1) Is the appointment considered to be a postdoctoral position? (2) Is an appointee in this position an employee of the national laboratory? (3) Is it the laboratory's intention at the time the appointment is made to transition the appointee to career employment status when the appointment ends? (4) Is the appointment considered to be full time? (5) Does the appointment type qualify for the full benefits of a career employee (as opposed to a reduced benefits package that might be provided for a postdoctoral employee)? If the answer to the first question is no and the answer to each of the remaining questions is yes, the type of appointment is eligible.

**Q: Is our academic institution required to supply any documentation certifying a Principal Investigator's tenure status and appointment in a tenure-track position?**

A: We do not require such certification, but a submission through the institution implies the institution has made such a determination and takes responsibility for the decision. The cover page of the proposal asks for position title, tenure status, and year of Ph.D.

**Q: I already have funding for a regular university grant through the DOE Office of Science. Am I eligible?**

A: Yes, but you must propose new research.

**Q: I am a U.S. national employed by a non-U.S. academic institution. Am I eligible?**

A: No. You must work at a U.S. academic institution or a DOE national laboratory.

**Q: Am I required to be PECASE-eligible to apply for the Office of Science Early Career Research Program?**

A: No. PECASE eligibility is not required for the program, but we will not be able to nominate you for a PECASE later if you do not qualify for PECASE.

## **Budget**

**Q: What is the lower limit on the proposed budget?**

A: The minimum award size is \$150,000 per year for five years for universities and \$500,000 per year for five years for DOE national laboratories.

**Q: What is the upper limit on the proposed budget?**

A: There is no upper limit, but you should keep your budget as close to the minimum as possible.

**Q: Does the minimum budget specified in the announcement include indirect costs?**

A: Yes, the minimum budget includes both direct and indirect costs.

**Q: Can there be a co-Principal Investigator on my proposal?**

A: No.

**Q: May I have a paid collaborator on my proposal?**

A: Our intention is to fund projects directed and executed by the early career Principal Investigator (PI). In rare cases where a collaborator (either early career or senior) brings something unique to the project, support will be considered. However, our preference is that you propose a project with research support staff (e.g., students, postdocs), travel, supplies, equipment, and other necessary expenses for the PI-led project.

**Q: May I propose equipment and/or travel support?**

A: Yes.

**Q: Can the budget contain funding for graduate students and other participants?**

A: Yes.

**Q: Why is the minimum laboratory award larger than the minimum university award?**

A: The university award is intended to pay up to two or three months' summer salary for the Principal Investigator (PI) to supplement the normal, academic-year salary. The laboratory award is intended to pay the year-round PI salary. Also, universities can involve students part-time in research, while laboratories generally rely on full-time staff to support their research projects. The minimum university award is competitive with similar programs at other agencies. This is the only such award of its type available to DOE national laboratory scientists.

**Q: Does this program require cost sharing?**

A: No.

**Q: The announcement provides a minimum cumulative award size. Must this minimum budget be distributed equally over the five award years or can it be distributed in any way as long as the five-year total equals the minimum award size?**

A: You can distribute the budget any way you'd like, but make sure that the cumulative budget is about equal to the minimum award size. If possible, we ask university applicants to aim to spend about \$150k per year and laboratory applicants to aim to spend about \$500k per year. Laboratory Principal Investigators must charge at least 50% of salary to the award each year of the award.

## Preapplication and Proposal

**Q: Is the preapplication required, and will it be used to select a reduced number of proposals for full submission?**

A: Yes. Preapplications will be reviewed for responsiveness of the proposed work to the research topics identified in this funding announcement. DOE will send a response by email to each applicant encouraging or discouraging the submission of a formal application by October 4, 2012. Only those applicants that receive notification from DOE encouraging a formal application may submit full applications. No other formal applications will be considered.

**Q: Is there a required format for the preapplication?**

A: The preapplication attachment should include, at the top of the first page, the following information:

Title of Preapplication  
Principal Investigator Name, Job Title  
Institution  
PI Phone Number, PI Email Address  
Year Doctorate Awarded: 20XX  
Funding Announcement Number:

This information should be followed by a clear and concise description of the objectives and technical approach of the proposed research. The preapplication may not exceed two pages, with a minimum text font size of 11 point and margins no smaller than one inch on all sides. You may include optional figures and references, but they must fit within the two-page limit. To help the Office of Science avoid conflicts of interest in identifying potential reviewers, a one-page list of the Principal Investigator's collaborators, co-editors, and graduate/postdoctoral advisors and advisees must be submitted with the preapplication. The one-page list should be the last page in the pdf preapplication file and will not count against the two-page limit for the preapplication.

**Q: May I submit more than one preapplication? Alternately, may I submit the same preapplication to multiple programs?**

A: No. You may submit only one preapplication.

**Q: Does the Principal Investigator submit the preapplication or does the sponsored research office submit it?**

A: We have no preference. The acknowledgment email will go to the Principal Investigator's email address.

**Q: How do I submit a Preapplication or Preproposal?**

A: Preapplications or preproposals must be submitted electronically through the DOE Office of Science Portfolio Analysis and Management System (PAMS) website, <https://pamspublic.science.energy.gov/>. Universities should respond to Funding

Opportunity Announcement DE-FOA-0000751. DOE National Laboratories should respond to DOE National Laboratory Announcement LAB 12-751. The deadline for submission into PAMS is 5:00 p.m. Eastern time, September 6, 2012. Late preproposals will not be accepted. The Principal Investigator and anyone submitting on behalf of the Principal Investigator must register for an account in PAMS before it will be possible to submit a preproposal. You are encouraged to register for an account in PAMS at least a week in advance of the preproposal submission deadline of 5 pm Eastern Time September 6, 2012 so that there will be no delays with your submission.

**Q: If I include citations on the preapplication, are they required to be within the 2-page limit and with a minimum text font size of 11 point?**

A: Yes, you must fit everything you submit in your preapplication within the two allowed pages. If you choose to include references, they must fit in the two-page limit.

**Q: May I include figures in my preapplication?**

A: Yes, you may include figures within the two pages, but do not exceed two pages under any circumstances.

**Q: How does my university submit a full application?**

A: Applications must be submitted electronically through Grants.gov. The Funding Opportunity Number is DE-FOA-0000751 and the CFDA Number for the Office of Science is 81.049. The deadline for submission into Grants.gov is 5:00 p.m. Eastern time, November 26, 2012. Late applications will not be accepted. Only those applicants that receive notification from DOE encouraging a formal application may submit full applications.

**Q: How does my DOE national laboratory submit a full proposal?**

A: Laboratory proposals must be submitted electronically through the DOE Office of Science Portfolio Analysis and Management System (PAMS) website, <https://pamspublic.science.energy.gov/>. The DOE National Laboratory Announcement Number is LAB 12-751. The deadline for submission into PAMS is 5:00 p.m. Eastern time, November 26, 2012. Late proposals will not be accepted. Only those proposers that receive notification from DOE encouraging a formal proposal may submit full proposals. Anyone submitting on behalf of the Principal Investigator must register for an account in PAMS before it will be possible to submit a preproposal. Submitters are encouraged to register for an account in PAMS at least a week in advance of the laboratory proposal submission deadline of 5 pm Eastern Time November 26, 2012 so that there will be no delays with your submission.

**Q: May I submit my DOE national laboratory proposal into Searchable FWP?**

A: **No.** Do not use the Searchable FWP system to respond to this announcement. Proposals submitted into Searchable FWP will not be accepted. Laboratory proposals must be submitted into the DOE Office of Science Portfolio Analysis and Management System (PAMS) website, <https://pamspublic.science.energy.gov/>.

**Q: Is my DOE national laboratory required to submit a Field Work Proposal or FWP?**

A: No. Do not submit or attach a DOE Field Work Proposal (FWP) at this time. The program office will request submission of Field Work Proposals later *only from those applicants who are selected for funding.*

**Q: A list of synergistic activities is required in the biographical sketch of the full proposal. I am asked to list as many as five professional and scholarly activities related to the effort proposed. What kind of information should be included here?**

A: Your answer in this section depends on your experiences. Include information that can be used by reviewers to evaluate your potential for leadership within the scientific community (review criterion 6). Some examples might be invited and/or public lectures, awards received, scientific program committees, conference or workshop organization, professional society membership activities, special international or industrial partnerships, reviewing or editorship activities, or other scientific leadership experiences.

**Q: May I include a list of suggested reviewers *not* to involve?**

A: You should send such suggestions to the program manager in an email. Make sure you identify the title of your encouraged proposal and your institution in the email. Please *do not* include this list in your proposal because the proposal will be seen by the reviewers.

**Q: Do you require an educational or outreach component in the application?**

A: No.

**Q: I work for a U.S. academic institution. Do you require a letter from my department chair with the application?**

A: No.

**Q: The announcement states that I must include several pieces of information (e.g., for academic institutions, Institution; Street Address/City/State/Zip; Principal Investigator (PI); Position Title of PI; Business Mailing Address of PI; Telephone Number of PI; Email of PI; Funding Opportunity Announcement; DOE/Office of Science Program Office; Topic Area; Topic Area Technical Contact; Year Doctorate Awarded; Is the PI in a Tenure-Track Appointment? (Yes or No); Does the PI have tenure (Yes or No); Number of Times Previously Applied; PAMS Preproposal Number; and PECASE Eligible) on the first page of the narrative. Does this header information count within the 15 page limit?**

A: You may place this information on a separate cover page outside of the narrative.

**Q: What mailing address should I list on my proposal?**

A: Please list your professional or work mailing address (not your home address).

**Q: I would like to submit a proposal with a title and/or topic different from the one in the preapplication I submitted. Is this allowed?**

A: Our preference is that you keep the same title. A slight change in the title is allowed, but the topic may not change.

**Q: Should the list of current and pending support in the proposal include startup funds provided by my university?**

A: No.

**Q: I am at a DOE national laboratory. To whom should the letter from the laboratory director be addressed and where should it be placed?**

A: It can be addressed to the relevant technical point of contact from the announcement. We have no preference for where you place the letter; you may want to place it at the beginning of the proposal file or in Appendix 6.

**Q: How can I locate the format requirements for the full proposals?**

A: For academic institutions, you must download the full Funding Opportunity Announcement from our Grants and Contracts website, [http://science.doe.gov/grants/pdf/SC\\_FOA\\_0000751.pdf](http://science.doe.gov/grants/pdf/SC_FOA_0000751.pdf). For DOE national laboratories, the proposal format requirements can be found in the laboratory announcement LAB 12-751 on our Grants and Contracts website, [http://science.doe.gov/grants/pdf/LAB\\_12-751.pdf](http://science.doe.gov/grants/pdf/LAB_12-751.pdf).

**Q: Is there a limit on the number of proposals that may be submitted by an institution?**

A: No.

**Q: In my field, there are routinely more than ten and sometimes hundreds of co-authors of archival publications. If I list every co-author on every paper, my biographical sketch will exceed the three-page limit. May I abbreviate the author lists?**

A: Yes. You may use an abbreviated style such as the *Physical Review Letters* (PRL) convention for citations (list only the first author). For example, your paper may be listed as, "A Really Important New Result," A. Aardvark et. al. (MONGO Collaboration), PRL 999. You may also use this convention in the proposal bibliography.

**Q: Can the research I propose overlap with other research for which I am already funded by DOE or any other agency?**

A: The proposal should not duplicate your currently funded research, regardless of the agency funding it. You should propose new research. There is one exception (see the next question).

**Q: I am a current recipient of one of the previous program-specific junior investigator awards (ASCR Early Career PI Program; FES Plasma Physics Junior Faculty Award Program; HEP Outstanding Junior Investigator Program; NP Outstanding Junior Investigator Program) and would like to apply for the new Office of Science Early Career Research Program. Can the idea I propose for the new program overlap with the idea for which I am already funded in the other program?**

A: Current recipients of one of the above awards must forgo the remaining years of funding for the current award when the new award begins. The idea proposed can overlap with the research already funded, but the proposed work should exclude 2012 progress and begin with new efforts proposed for 2013 and beyond.

**Q: Several early career investigators at my national laboratory would like to work together to solve a large problem. Can we propose one large award of two to four times the minimum budget with multiple early career investigators?**

A: No. This is a single-Principal Investigator (PI) program. Our intention is to fund projects directed and executed by one early career PI.

**Q: My idea seems to cut across two of the programs described in the funding announcement. How should I handle this?**

A: You should select a single program to be the primary one to which the preapplication is submitted. The programs may move preapplications/proposals or even co-review certain proposals, but that will be decided by the Office of Science program managers after all of the preapplications/proposals are received.

**Q: Are letters of recommendation, endorsement, or support allowed?**

A: No. Applications that include recommendation letters will be subject to elimination from consideration during DOE's initial review.

**Q: Even though letters of recommendation are not allowed, will you accept letters of collaboration?**

A: Our preference is to support PI-led efforts without paid collaborators. If either an unfunded or funded collaboration is proposed, the best place to add the optional letters of collaboration is Appendix 6 (Other Attachments). Each optional letter of collaboration may contain two and only two sentences and must use the following format:

Dear <Principal Investigator Name>:

If your application entitled, "<Application Name>," is selected for funding under the DOE Office of Science Early Career Research Program, it is my intent to collaborate in this research by <Complete Sentence With a Very Short Description of What the Collaborator Offers to Do or Provide>. Thank you for the opportunity to participate.

Sincerely,

<Collaborator's Name and Signature Block>

**Q: Is it necessary for technical support staff (e.g., postdocs or students) to be on board at my institution at the time the proposal is submitted?**

A: No.

**Q: I am an eligible PI at a U.S. academic institution. Am I required to make contact with or collaborate with a DOE national laboratory for a successful proposal?**

A: No. Your proposal will be evaluated using the merit review criteria in the announcement, and collaboration or contact with a national laboratory is not required.

**Q: If I choose to support graduate students or postdocs using a grant from the Office of Science Early Career Research Program, are they required to be U.S. citizens?**

A: No.

**Q: I did not submit a preapplication. May I submit a full proposal?**

A: No.

## **Review, Selection, and Award Management**

**Q: What happens if I select the wrong program when I submit my proposal?**

A: If an idea is submitted to a program for which it is a bad fit, we will move the proposal to the more appropriate program for review. However, the idea must fit within the topics described in the announcements to be successful.

**Q: If I am selected for an early career award from another agency at the same time I am selected for one from DOE Office of Science, may I accept both of them?**

A: You are allowed to receive both awards. However, you will not be funded twice for the same work. Make sure you keep the ideas you propose to the two agencies distinct if you want to accept both awards.

**Q: How will the proposal review be conducted?**

A: Review of the proposals will be handled in the programs using the review criteria established in the announcement. Proposals may be reviewed by either mail review or panel review or some combination of both. Each program will decide individually on its review method. Large numbers of proposals are generally handled by panels. The best way to prepare for the review is to learn about the review criteria and proposal format by reading the full announcement. If you write your proposal to be responsive to the review criteria, to fit in with the Office of Science mission areas, and to follow the required format, you will be ready for any review process.

**Q: What is a reasonable start date for the award?**

A: We suggest a start date of July 1, 2013.

**Q: Will this program be offered next year?**

A: Our intention is to continue this program on an annual basis, subject to availability of funds. Each Principal Investigator (PI) may only submit one Office of Science Early Career Research Program proposal per annual competition, and a PI may not participate in more than three Office of Science Early Career Research Program competitions over time.

**Q: If I receive Office of Science Early Career Research Program funding and subsequently get tenure, can I keep the award for its remaining years or must it stop once I get tenure?**

A: An award is for five years (assuming satisfactory progress and available funds), and you will not have to give up the award when you receive tenure.

**Q: Will I receive the reviewer comments after the review is complete?**

A: Yes. We will send reviewer comments to the Principal Investigator at the time or shortly after the award is issued or at the time or shortly after the proposal is declined.

**Q: How many proposals were received for the Early Career Research Program in previous years?**

A: The Office of Science received about 1,750 proposals in FY2010; about 1,150 proposals in FY2011; and about 850 in FY2012.

**Q: How many Early Career Research Program awards did each program office within the Office of Science make in previous years?**

A: The table below shows the number of awards issued in each of the past two years:

Program Office	Number of University Awards			Number of Laboratory Awards		
	FY10	FY11	FY12	FY10	FY11	FY12
ASCR	5	3	3	2	2	3
BER	5	4	6	3	3	3
BES	18	24	21	8	7	8
FES	4	4	1	2	2	3
HEP	10	8	8	4	5	4
NP	5	4	5	3	3	3
<b>Total</b>	<b>47</b>	<b>47</b>	<b>44</b>	<b>22</b>	<b>22</b>	<b>24</b>

## Portfolio Analysis and Management System (PAMS)

**Q: What is PAMS?**

A: The DOE Office of Science Portfolio Analysis and Management System (PAMS) is a newly deployed software system that accepts submissions from outside DOE and helps applicants and DOE program managers organize their proposal portfolios. PAMS is integrated with Grants.gov such that grant applications submitted into Grants.gov are imported into and stored by PAMS. Preproposals and DOE National Laboratory (contract work authorization) proposals can be submitted directly into PAMS. The PAMS software is currently being deployed iteratively with new functionality being added a little at a time. PAMS uses the Government-Off-The-Shelf (GOTS) software platform that is the basis for the Health Resources and Services Administration Electronic Handbooks.

**Q: How do I register in PAMS?**

A: To register, click “Create New PAMS Account” on the website <https://pamspublic.science.energy.gov/> and follow the instructions for creating an account. You will be prompted to create a username and password and to enter your contact information. Registering to PAMS is a two-step process. Once you create an individual account, you must associate yourself with (“register to”) your institution. Follow the onscreen instructions to do this.

**Q: What internet browser should I use to access PAMS?**

A: Please use either Internet Explorer or Firefox. Currently, PAMS is not supporting Chrome or Safari, but an upgrade in the near future will make it possible to use those browsers.

**Q: How can I get help with PAMS?**

A: You may contact the Office of Science PAMS Support Center. The PAMS Support Center can be reached Monday-Friday 7:00 AM-6:00 PM Eastern Time. Telephone: (301) 903-5313, Email: scsc@science.doe.gov. All submissions and inquiries about this program must reference either DE-FOA-0000751 (for universities) or LAB 12-751 (for DOE National Laboratories).

**Q: How do I submit a preapplication/preproposal into PAMS?**

A: To submit the preproposal, log in to PAMS. Select “View Funding Opportunity Announcements” if you are with a university or “View DOE National Laboratory Announcements” if you are with a DOE national lab. Find the current announcement in the list. Click on “Actions/Views” for this announcement, select “Submit Preproposal” from the dropdown menu, and follow the instructions from there. Note that you must select one and only one Principal Investigator (PI) per preproposal; click on “Select PI” on the far right side of the screen and then select the appropriate PI from the list of all registered users from your institution returned by PAMS. If you are submitting a preproposal for a PI whose name does not appear on the list, he or she has not yet registered in PAMS. In this case, you may have PAMS send an email invitation to the PI to register in PAMS. To do so, choose “Invite PI” at the top left of the “Select PI” screen. You can enter an optional personal message to the PI in the “Comments” box that PAMS presents, and it will be included in the email sent by PAMS to the PI.

When submitting the preproposal, you will be asked to select a program manager. Select the program manager associated with the detailed program description to which the proposed research idea is responsive. To upload the preproposal as an attachment into PAMS, select “Attach File” at the far right side of the screen. Search for your file and then select “Attach” to upload the file. You may enter an optional description of the file you are attaching. Using the dropdown at the bottom of the screen, save the preproposal and then submit it to DOE. Upon submission, the PI will receive an email from the PAMS system acknowledging receipt of the preproposal.

**Q: How do I submit a full DOE national laboratory proposal into PAMS?**

A: Note that only DOE National Laboratories will submit full proposals into PAMS. Universities will continue to use Grants.gov to submit full proposals. To submit the laboratory proposal, log in to PAMS. Select “View DOE National Laboratory Announcements” and find the current announcement in the list. Click on “Actions/Views” for this announcement, select “Submit Proposal” from the dropdown, and follow the instructions from there. Note that you must select one and only one Principal Investigator (PI) per proposal; to do so, click on “Select PI” on the far right side of the screen and then select the PI from the list of all registered users from your institution returned by PAMS. If the PI for whom you are submitting does not appear on the list, he or she has not yet registered in PAMS. For your convenience, you may have PAMS send an email invitation to the PI to register in PAMS. To do so, choose “Invite PI” at the top left of the “Select PI” screen. You can enter an optional personal message to the PI in the “Comments” box that PAMS presents, and it will be included in the email PAMS sends to the PI.

When submitting the proposal, you will be asked to select a program manager. Select the program manager associated with the detailed program description to which the proposed research idea is responsive.

The cover page, budget, and attachments sections of the DOE national laboratory proposal are required by PAMS. Complete the sections in PAMS one at a time, starting with the cover page and following the instructions for each section. Save each section using the dropdown at the bottom of the screen. Once you have saved all of the sections, the “Submit to DOE” option will appear in the dropdown. If you save the proposal and navigate away from it, you may return later to edit the proposal by selecting “View My Proposals” or “My Proposals.” You must enter a budget for each annual budget period. In the “attachments” section of the lab proposal, the budget justification and the proposal narrative are required and must be submitted as separate files. You must bundle everything other than the budget and budget justification into one single pdf to be attached under “Proposal Attachment.” Do not attach anything under “Other Attachments.”

To upload an attachment into PAMS, select “Attach File” at the far right side of the screen. Search for your file and then select “Attach” to upload the file. You may enter an optional description of the file you are attaching.

Upon submission, the PI will receive an email from the PAMS system acknowledging receipt of the proposal.

Each DOE national laboratory has already appointed and registered at least one administrative business officer into PAMS. If you need contact information for your Administrative business officer, please contact [early.career@science.doe.gov](mailto:early.career@science.doe.gov) or the PAMS Support Center.