

## Frequently Asked Questions Regarding the Lab GPS Notice 12-01

**Q1:** Can the total budget request for a single investigator project or a collaborative project exceed \$350k/year?

**A1:** Yes. Single or collaborative projects may propose a funding level appropriate for carrying out the proposed work. Each proposal should make the case for the budget since higher budget numbers will certainly receive more scrutiny in the evaluation process.

Due to the current funding limitations, a typical (individual) award size from \$50k - \$350k was quoted in the Notice. However, the important evaluation factors are the scientific and technical merit of the proposal, the appropriateness of the approach, the competence of the researchers involved in the proposal, the reasonableness and appropriateness of the proposed budget, availability of funds, and program policy and priority factors.

**Q2:** Is a facility upgrade proposal appropriate for this Notice?

**A2:** Due to recent budget cuts and funding constraints, facility upgrade proposals may not be appropriate at this time.

**Q3:** How does the proposal submission system PAMS compare with Grants.gov or Searchable FWP?

**A3:** The DOE Office of Science has been developing and implementing the Portfolio Analysis and Management System (PAMS) for proposal submission and review processes. PAMS is designed to be capable of handling multiple proposal functions while being more versatile and user-friendly.

**Q4:** What internet browser should I use to access PAMS?

**A4:** 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.

**Q5:** Can a Lab GPS proposal's scope of work overlap with the existing or future Lab proposal in support of the Center for Magnetic Self-Organization (CMSO) work?

**A5:** No. The scope of work on a Lab GPS project has to be different from the scope of work on a CMSO research support proposal. Each proposal must clearly present the statement of work that is to be performed under this Lab competition (LAB 12-01). DOE will consider funding of non-duplicative work only.

**Note:** The following questions **Q6-Q12** are provided here for emphasis. These can also be found in the Lab GPS Notice 12-01.

**Q6:** How many proposals a Principal Investigator can submit?

**A6:** Due to funding limitations, no more than two LOIs or proposals will be accepted from each Principal Investigator. However, there is no limit on how many proposals a DOE National Lab can submit.

**Q7:** How are the Letter of Intent (LOI) and proposal submitted to DOE?

**A7:** National laboratory LOIs or proposals should be submitted electronically through the DOE Office of Science Portfolio Analysis and Management System (PAMS) website <https://pamspublic.science.energy.gov/>.

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 Letter of Intent or a full proposal. You are encouraged to register for an account in PAMS at least a week in advance of the LOI submission deadline of 5 pm Eastern Time on June 11, 2012 so that there will be no delays with your submission.

**Q8:** What start date should the Principal Investigators use?

**A8:** The earliest possible start date for new and renewal awards would likely be October 1, 2012.

**Q9:** How do I register in PAMS?

**A9:** 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.

**Q10:** How can I get help with PAMS?

**A10:** 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](mailto:scsc@science.doe.gov). All submissions and inquiries about this Program Announcement must reference Program Announcement LAB 12-01.

**Q11:** How do you submit a Letter of Intent (LOI) into PAMS?

**A11:** To submit the Letter of Intent, log in to PAMS (<https://pamspublic.science.energy.gov/>). Select “View DOE National Laboratory Announcements” and find announcement LAB 12-01 in the list. Click on “Actions/Views” for this announcement, select “Submit Letter of Intent” from the dropdown, and follow the instructions from there. Note that you must select one and only one Principal Investigator (PI) per LOI; 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 not the PI but are submitting on behalf of the PI and 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 sent by PAMS to the PI. To upload the LOI 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 LOI and then submit it to DOE. Upon submission, the PI will receive an email from the PAMS system acknowledging receipt of the LOI.

**Q12:** How do you submit a lab proposal into PAMS?

**A12:** All PIs and those submitting on behalf of PIs are encouraged to establish PAMS accounts as soon as possible to avoid submission delays. You may establish a PAMS account at <https://pamspublic.science.energy.gov/>. To submit the 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; 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 you are not the PI but are submitting on behalf of the PI and 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. The cover page, budget, and attachments sections of the lab 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.