

DE-FOA-0001207 Systems Biology Research to Advance Sustainable Bioenergy Crop Development (FY15): FAQs

1) *When is the proposal due date, and is this firm?*

Full applications are due by **11:59 PM EST, January 16, 2015**. APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE REVIEWED OR CONSIDERED FOR AWARD.

2) *Is a preapplication required? If my preapplication was “discouraged” does this mean I may not submit an application?*

Yes, a preapp is required. Only those applicants that submitted a preapp AND receive notification from DOE encouraging a formal application may submit full applications.

3) *I have a lot of collaborators and coauthors – I can’t stay within the 2 page limit for the Biographical Sketch (Appendix 1) if I list them all!*

If providing a complete list of “Collaborators/Potential Conflicts of Interest” causes you to exceed the 2 page limit, you may provide these as a separate attachment under Appendix 7. It is required that your COI list is as complete and up-to-date. Notify us if it changes.

4) *What should I cover in project the management plan? Should it include a plan for a supported postdoc(s)?*

The project management plan must cover the roles and responsibilities for the PI and each funded co-PI. You may include your postdoc’s responsibilities, if he/she will be responsible for a major part of the project.

5) *My CoPI is from a different institution than mine. Is this considered a collaboration, and do we need to submit a separate package as specified in the FOA?*

For this FOA, funded **academic** coPIs are considered subawards and all will be included in one proposal. Funded coPIs from a **Federal agency** (e.g., a DOE National Laboratory, or USDA) are considered Collaborators, and they need to submit a separate but identical proposal except that it will include a budget and budget justification ONLY for their lab. In other words:

If you have a funded coPI (collaborator) from a DOE National Lab or other Federal Agency:

- The lead PI should submit a proposal that includes budget(s) and budget justification(s) for his/her lab and any **academic** coPIs/subawards (do NOT include the Federal agency/National Lab budget). The cover page should list all separately funded subawards and collaborators.
- The Federal agency/National Lab coPI will also submit a separate IDENTICAL copy of the Lead institution’s proposal (with the same title and cover page) except that it will include a detailed budget and budget justification for the Lab’s portion of the work only.
- See additional information concerning “Cover Page Supplement for Collaborations” at the bottom of this page.

If you have a funded coPI (subaward) from an academic or other non-Federal institution:

- Submit one proposal only, from the lead PI, with budget information for all subs included.

6) *For DOE National Laboratory collaborators, should the Laboratories submit through Grants.gov as well as the Searchable FWP?*

The Laboratory collaborator's proposal (see # 5 above) should submit their proposal through Grants.gov. An FWP submission will be requested by DOE only if the application is selected for funding.

7) *Will collaborators from Federal Agencies receive funding through a subaward from a University?*

No, Federal Agencies will be funded from DOE through an Interagency Agreement.

8) *Is a data sharing section essential? How important is this?*

Very important! On p. 16 of the FOA: "All funded projects will be required to comply with the Genomic Science Program data sharing policy (<http://genomicscience.energy.gov/datasharing/GTLDataPolicy.pdf>) as well as the Office of Science Statement on Digital Data Management (<http://science.energy.gov/funding-opportunities/digital-data-management/>)". This plan must be included as Appendix 6, which is described in detail on pp. 19-20 of the FOA. **ANY PROPOSAL SUBMITTED WITHOUT A DATA SHARING/DIGITAL DATA MANAGEMENT PLAN WILL BE RETURNED WITHOUT REVIEW.**

9) *Are changes in personnel (including PI and/or coPIs) from the pre-application to the application permitted?*

Yes, it is permissible to change personnel as long as the focus and intent outlined in the preapplication remains unchanged. It is advisable that you let us know if you plan to modify the team as soon as possible, before proposal submission.

Other useful information:

To be considered, Applicants must follow ALL instructions contained in the Funding Opportunity Announcement, including but not limited to:

- One-page PROJECT SUMMARY/ABSTRACT (see pp. 14-15 of the FOA);
- DOE COVER PAGE containing all information as listed (p. 15);
- 25-page (maximum) PROJECT NARRATIVE, including figures, timeline, and project management plan (pp. 15-16). References are not counted within the 25 pages.
- APPENDICES 1-6, and 7 if needed.

COVER PAGE SUPPLEMENT FOR COLLABORATIONS
(PART OF PROJECT NARRATIVE ATTACHED TO FIELD 8 ON THE FORM)

Collaborative applications submitted from different institutions must clearly indicate they are part of a collaborative project/group. Every partner institution must submit an application through its own sponsored research office. Each collaborative group can have only one lead institution. Each application within the collaborative group, including the narrative and all required appendices and attachments, must be identical with the following exceptions:

- Each application must contain a correct SF-424 (R&R) cover page for the submitting institution only.
- Each application must contain a unique budget corresponding to the expenditures for that application’s submitting institution only.
- Each application must contain a unique budget justification corresponding to the expenditures for that application’s submitting institution only.

Each application belonging to a collaborative group should have the same title in Block 11 of the SF 424 (R&R) form.

The Office of Science will use the multiple applications associated with a collaborative group to create one consolidated document for merit review that consists of the common, identical application materials combined with a set of detailed budgets from the partner institutions. It is very important that every application in the collaborative group be identical (including the title) with the exception of the budget and budget justification pages.

If the project is a collaboration, provide the following information on a separate page as a supplement to the cover page.

- List all collaborating institutions by name with each institution’s principal investigator on the same line.
- Indicate the lead PI who will be the point of contact and coordinator for the combined research activity.
- Provide a statement explaining the leadership structure of the collaboration.
- Include a description of each collaborating institution’s facilities, equipment, and resources that will be made available to the collaborative group.
- If applicable, explain how students and junior researchers will be trained and mentored by the collaborators.
- Include a table modeled on the following chart providing summary budget information from all collaborating institutions. Provide the total costs of the budget request in each year for each institution and totals for all rows and columns.

Collaborative Application Information								
	Names	Institution	Year 1 Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget	Total Budget
Lead PI								
Co-PI								
Co-PI								
Co-PI								

Example budget table (\$ in thousands)

* Note that collaborating applications must be submitted separately.