

# Entering an Office of Science *Field Work Proposal* into eSRA FY2017 Budget Formulation

## Introduction:

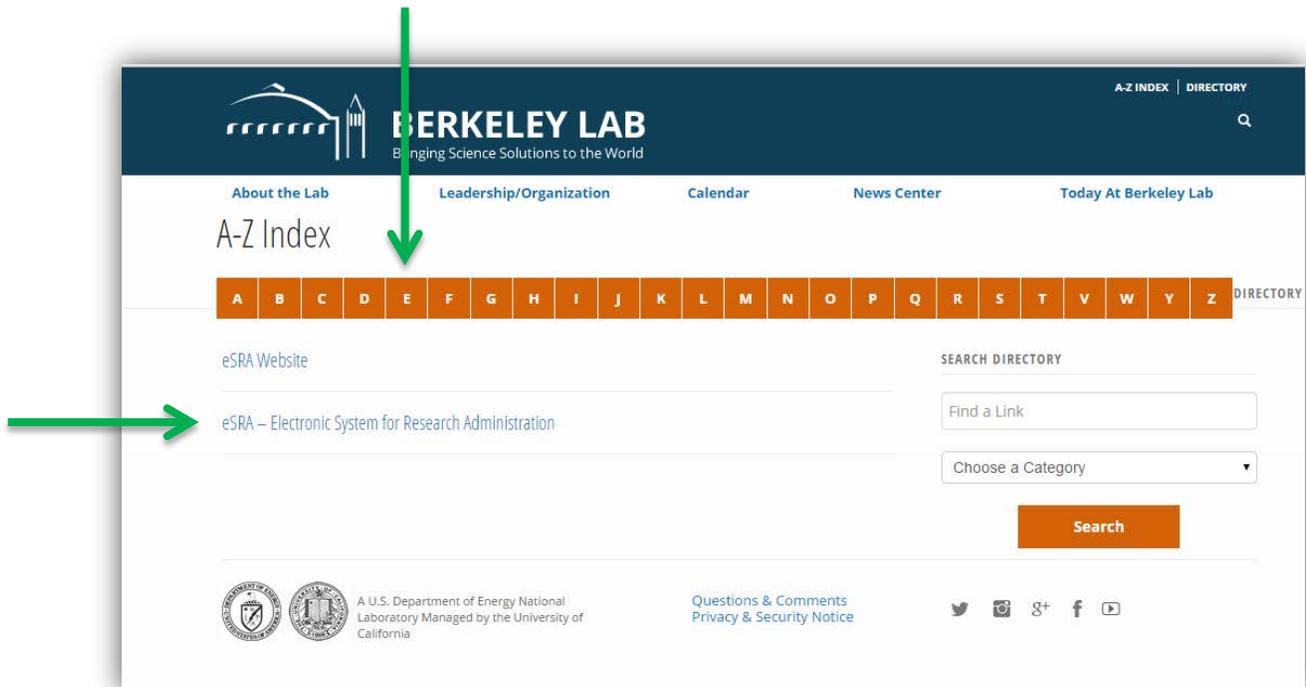
The purpose of this desk guide is to help the division Resource Analysts and Administrators fill-in Office of Science Field Work Proposals (FWPs) for the FY2017 Budget Formulation in eSRA. In this desk guide you will find a step-by-step layout on how to fill in the required fields for an Office of Science FWP. I have taken screenshots of the Views you will see in eSRA and given you instructions on how to fill-in each field. I have used the following color representations:

- Green arrows  represent **required fields**
- Yellow arrows  represent **optional fields**
- Red arrows  represent **fields that should be left blank.**

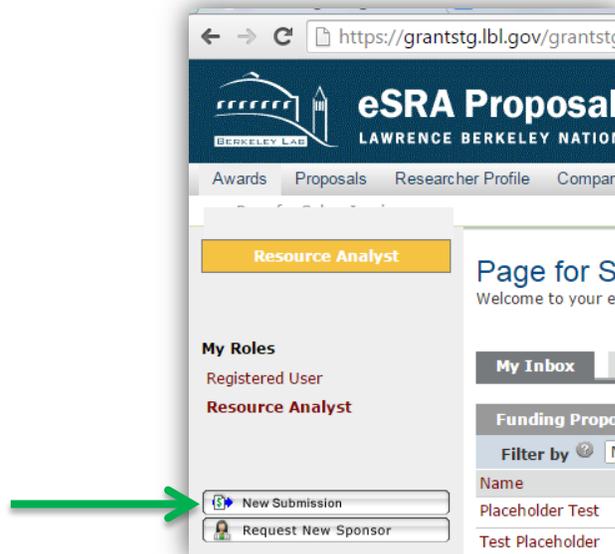
It is important to read the instructions on each field carefully and to fill-in all the fields marked as required with green arrows. If any of the required fields are left blank, the proposal will be Returned to you. For more eSRA Training, please visit: <http://esra.lbl.gov/training/index-of-all-classes> and review Class #ESR 6901 – DOE Proposals to the Office of Science.

Flip to the next page to begin.

1. Log on to eSRA:



2. Click the Login link on the top right corner. When you are in eSRA, click *New Submission*



- After you click, *New Submission*, you will be taken to *View 1.0 Type of LBNL Proposal*. Follow the instructions on the screenshot below to fill out this page. Make sure to see the **NOTES** below as well.

**1.0 Type of LBNL Proposal**

You must complete 1.a through 1.f for your proposal to be saved and create a proposal number.

Proposal Number:

1.a Select Type of LBNL Proposal: Choose the type of LBNL Proposal Mechanism (i.e. Work for Others, Integrated Contractors, Users, CRADAs, or Gifts):

1.a.1 \* Proposal Type:  → 1.a.1 - Click dropdown and select **DOE Direct**

1.a.2 \* Proposal Target:  → 1.a.2 - Click dropdown and select **DOE Office of Science**

1.a.3 \* Submission Method:  → 1.a.3 - Click dropdown and select **DOE Office of Science Electronic**

1.b \* Is this application being submitted to another agency?  
 Yes  No  → 1.b - Choose **Yes** or **No**

1.c \* Proposal Nick Name:  → 1.c\* - Type in the **Proposal ID** you would like used to identify this proposal. (MAX 25 Characters including spaces. If >25 Characters, your Proposal will be Returned)

1.d \* Full Proposal Title:  → 1.d - Type the **Proposal Title** here

1.e \* Program Director / Principal Investigator:  → 1.e - Add the **Principal Investigator** here

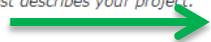
**NOTES:**

\*1.c Proposal Nick Name fills in Box 1. Work Proposal Number on the FWP form

1.d Full Proposal Title fills in Box 4. Work Package Title on the FWP form

1.e Program Director/Principal Investigator fills in Box 17. Principal Investigator on the FWP form

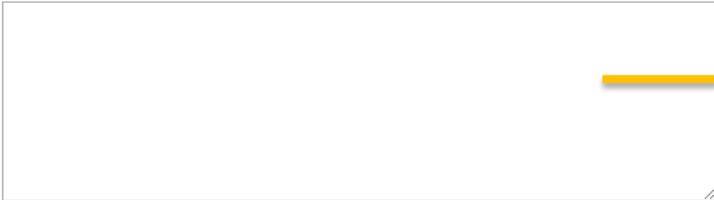
4. Scroll down and continue filling out *View 1.0 Type of LBNL Proposal*. Follow the instructions on the screenshot below. Make sure to click Save. *Note: this page has optional fields, and fields that should be left blank.*

**1.f \* Select Project Purpose:**  
*Select from the drop down list the purpose that best describes your project.*  
 Basic Research  **1.f - Click dropdown and select *Basic Research***

**1.f.1 WFO for reporting purposes based on DOE definitions:**  **1.f.1 – Leave this field blank**

**1.g Additional Information Type**  
 Check all that apply:  **1.g – Leave this field blank**

PRV Previous Award  
 REL Related Proposals  
 OTH Other

**1.g.1 If Other - Please Add Comments Below:**  
  **1.g.1 – Optional field**

**1.h \* Primary Resource Analyst:**  
   **1.h – Add the *Primary Resource Analyst* here**

**1.h.1 All Resource Analyst(s):**  
   

| First Name                    | Last Name |
|-------------------------------|-----------|
| There are no items to display |           |

 **1.h.1 – Add additional *Resource Analysts* who should receive notifications about this proposal**

<< Back Save | Print...

5. Click *Continue* to go to *View 2.9 LBNL General Proposal Information DOE*

6. After you click, *Continue*, you will be taken *View 2.9 LBNL General Proposal Information DOE*. Follow the instructions on the screenshot below to fill out this page. Make sure to see the **NOTES** below as well.

The screenshot shows the '2.9 LBNL General Proposal Information DOE' form. It includes the following fields and instructions:

- 2.9.a Research Division:** Earth Sciences. Instruction: 2.9.a – This field auto-populates.
- 2.9.b Research Department:** Ecology. Instruction: 2.9.b – This field auto-populates.
- 2.9.b.1 Organization Unit:** 1105. Instruction: 2.9.b.1 – This field auto-populates.
- 2.9.c \* Application Submission Deadline:** 05/29/2015. Instruction: 2.9.c – Choose the Application Submission Deadline to be **05/29/2015** and click **Receipt**.
- 2.9.d \* Select the Application Type:**
  - Letter of Intent
  - Pre-Proposal
  - Full Technical Proposal
  - Proposal for Initial Funding** (highlighted with a green box and arrow)
  - Proposal for Additional Funding
  - MLA/ILA
  - Clear
 Instruction: 2.9.d – Select **Proposal for Initial Funding** or **Proposal for Additional Funding**. Your answer depends on whether this is a new project or a continuation of a project
- 2.9.e Public Statement of Work (Description):** Abstract goes here. Instruction: 2.9.e\* – Type the project **Abstract** here.

**NOTES:**

\*2.9.e *Public Statement of Work* is the Abstract you would type in FBSS. This fills Box 17. *Work Proposal Description* in the FWP form under the name of the Principal Investigator.

7. Scroll down and continue filling out 2.9 LBNL General Proposal Information DOE. Follow the instructions on the screenshot below. *Note: this page has optional fields, and fields that should be left blank*

2.9.f **PI/Proposal Support Personnel - Proposal Writers (edit access):** 2.9.f – Optional: Add people to this proposal who should have **Edit Access**  
  →  
First Name Last Name Employer  
There are no items to display

2.9.g **PI/Proposal Support Personnel - Scientists (read access):** 2.9.g – Optional: Add people to this proposal who should have **Read Access**  
  →  
First Name Last Name Employer  
There are no items to display

2.9.h **For Grants.gov proposals only: Select the Contracts Officer that will submit the proposal:** 2.9.h – Leave this field blank  
  →

<< Back Save | Exit | Hide/Show Errors | Print... | Jump To: 2.9 General Proposal Information DOE ▾

8. Click *Continue* to go to *View 3.0 DOE Direct, Not Grants.gov*. You will see that all fields on this View should be left blank. Click *Continue*.

**eSRA Proposal System** STAGING  
 LAWRENCE BERKELEY NATIONAL LABORATORY

<< Back Save | Exit | Hide/Show Errors | Print... | Jump To: 3.N DOE Direct, not Grants.gov ▾

**3.N DOE Direct, not Grants.gov**

3.N.a **Funding Opportunity Announcement Title:** 3.N.a – Leave this field blank  
 →

3.N.b **Funding Opportunity Announcement Number:** 3.N.b – Leave this field blank  
 →

3.N.c **Funding Opportunity Announcement URL:** 3.N.c – Leave this field blank  
 →

<< Back Save | Exit | Hide/Show Errors | Print... | Jump To: 3.N DOE Direct, not Grants.gov ▾

9. After you click *Continue* you will be taken to *View 4.14 Research Personnel DOE (not Grants.gov)*. Follow the instructions on the screenshot below to fill out this page.

**4.14 Research Personnel DOE (not Grants.gov)**

4.14.a Program Director/Principal Investigator: Janet Jansson  
 4.14.a – The *Principal Investigator* from 1.e will auto-populate here

4.14.b Is this a Multiple PI Proposal?  
 Yes  No   
 4.14.b – If this is a Multi-PI proposal, add the other PI's here. (Make sure Primary PI is entered in 1.e/4.14.a)

4.14.c Identify Mentor and Co-Mentors:  
 Yes  No   
 4.14.c – Leave this blank

Click Save

10. Click *Continue* to go to *View 5.0 Research Performance Sites*. You will see that all fields on this View should be left blank. Click *Continue*.  
 Note: *View 5.0 Research Performance Sites* does not pertain to NEPA/CEQA. Those questions will appear in *View 7.0 NEPA/CEQA Review*.

**5.0 Research Performance Sites**

5.a LBNL Primary Performance Site.  
 Choose one of the following:  
 Main Site - the Hill  
 Berkeley West Biocenter (Potter Street)  
 Joint BioEnergy Institute (JBEI)  
 Joint Genome Institute (JGI)  
 Oakland Scientific Facility (OSF)  
  
 5.a – Leave this field blank

5.b Is research occurring at another LBNL Site? Please select the other LBNL Locations:  
 Main Site - the Hill  
 Berkeley West Biocenter (Potter Street)  
 Joint BioEnergy Institute (JBEI)  
 Joint Genome Institute (JGI)  
 Oakland Scientific Facility (OSF)  
 5.b – Leave this field blank

5.c Will the research be conducted at any non-LBNL locations?  
 Yes  No   
 5.c – Leave this field blank

11. After you click *Continue* you will be taken *View 6.NF DOE Specific (non Grants.gov)*. Follow the instructions on the screenshot below to fill out this page.

**6.NF DOE Specific (non Grants.gov)**

6.NF.a Proposal number: DOE Project ID for SC or DOE Control Number for EERE:  → **6.NF.a** – Leave this field blank

6.NF.b Is proposal included in the Institutional Plan?  → **6.NF.b** – Optional field

6.NF.c Proposal Purpose:  
 Off-Cycle Submission (Funding)  
 Budget Formulation (Budget) → **6.NF.c** – Choose **Budget Formulation**. If you do not choose Budget Formulation, your proposal will not be submitted.  
 Clear

6.NF.d Proposal is Open ended?  → **6.NF.d** – Optional field

6.NF.e Proposal Revision Number:  → **6.NF.c** – Input *Revision Number*

12. Scroll down and continue filling out *View 6.NF DOE Specific (non Grants.gov)*. This is where the questions for the Required Forms begin. Follow the instructions on the screenshot below.

**Questions for Extended Assignments Form**

Extended Assignments Form:

6.NF.f Do you have domestic or international extended assignments greater than 1 year?  
 Yes  No Clear

6.NF.g Initial Start Date:

6.NF.h Projected End Date:

6.NF.i Justification for the Assignment:

6.NF.j Total additional (i.e., less regular salary and benefits) costs incurred due to the extended assignment:  
\*Please add additional years if necessary\*

Add

(A) Amount cost to date (if applicable): (B) Estimated future costs: (A)+(B) Total additional costs

There are no items to display

| Total Amount Cost to Date | Total Estimated Future Costs | Total Additional Costs |
|---------------------------|------------------------------|------------------------|
| \$0.00                    | \$0.00                       | \$0.00                 |

<< Back Save | Exit | Hide/Show Errors | Print... | Jump To: 6.NF DOE Specific (non Grants.gov)

6.NF.f – Must answer **Yes** or **No**.  
 If **Yes**, continue to answer remaining questions.  
 If **No**, proceed to the next page.

13. Click *Continue* when finished completing *View 6.NF DOE Specific (non Grants.gov)*.

14. After you click *Continue* you will be taken *View 7.0-PID PI Questions (non Grants.gov)*. Follow the instructions on the screenshot below to fill out this page. Make sure to answer the questions appropriately.

**Questions for Human & Animal Use Form and Questions for Intellectual Property Form**

**7.0-PID PI Questions (non Grants.gov)**

**Human Subjects:**

**7.0.PID.a** Are Human Subjects involvement in this project?  
(Note: Data or tissues that are pre-existing AND anonymous or publicly available are not consider human subjects use.)  
 Yes  No

**Vertebrate Animals:**

**7.0.PID.b** Is there Vertebrate Animal Use in this project?  
 Yes  No

**7.0.PID.c** New Animal user protocol(s) will be submitted for approval:

**7.0.PID.d** Use of animals not certain at this time:

**Background Intellectual Property:**

**7.0.PID.e** \* Does this proposal have background intellectual property?  
If yes, please provide the LBNL Disclosure or Patent Number(s) below.  
 Yes  No

**7.0.PID.a &b** – Must answer **Yes** or **No**.  
 If **Yes**, continue to answer remaining questions.  
 If **No**, proceed to the next page.

**7.0.PID.e** – Must answer **Yes** or **No**.  
 If **Yes**, continue to answer remaining questions.  
 If **No**, proceed to the next page.

15. Scroll down and continue filling out *View 7.0-PID PI Questions (non Grants.gov)*. All questions are required to be filled-in for this section.

**LBL National & Homeland Security Program**  
*National Security, Homeland Security, Proliferation Detection, Counter-Terrorism, or Intelligence Activity.*

**7.0.PID.f** \* Is this activity related in any manner to weapons of mass destruction, including but not limited to chemical, biological or nuclear weapons research, production, or countermeasures?  
 Yes  No [Clear](#)

**7.0.PID.f.1** \* Or, Is this activity related in any manner to threat analysis or detection or to technologies to analyze and mitigate threats? (e.g., Nuclear/Radiological, Biological, Chemical, Explosives, unexploded ordnance (UXO), mines and mine detection)?  
 Yes  No [Clear](#)

**7.0.PID.f.2** \* Or, Is this activity related in any manner to national security, homeland security, counter-terrorism, or intelligence related work?  
 Yes  No [Clear](#)

**7.0.PID.f.3** \* Or, Is this activity directly or indirectly (i.e., via subcontract from another institution) funded by DOE NNSA, DOD, DHS, or any of the intelligence agencies?  
 Yes  No [Clear](#)

***ALL questions required in this section.***

<< Back Save | Exit | Hide/Show Errors | Print... | Jump To: 7.0-PID PI Questions (non Grants.gov) ▾

16. Click *Continue* when finished completing *View 7.0-PID PI Questions (non Grants.gov)*.

17. After you click *Continue* you will be taken to *View 7.2 NEPA/CEQA Review*. All questions are required on this page.

**Questions for NEPA/CEQA Form**

**7.2 NEPA/CEQA Review**

**Note to PI:** The PI is required to review and confirm, or personally answer, all of the NEPA-CEQA questions. This View indicates where research will take place, whether or not funding goes to those locations. The method of doing so is dependent upon the specific browser and operating system you are using.

**Note to Staff:** The PI should answer the actual NEPA-CEQA questions. Please answer these questions to the best of your knowledge to assist the PI, then "Continue" to save and move forward.

***ALL questions required in this section.***

7.2.a \* Will work on this project be performed at an LBNL location?  
 Yes  No [Clear](#)

7.2.b \* Will work on this project be performed at another DOE (non-LBNL) location?  
 Yes  No [Clear](#)

7.2.c \* Will work on this project be performed at a non-LBNL/non-DOE location?  
 Yes  No [Clear](#)

18. When you have finished completing *View 7.2 NEPA/CEQA Review* click *Continue*.

19. After you click *Continue*, you will be taken to *View 8.14 DOE Direct (not Grants.gov)*. Skip *View 8.14* for now and click the "Jump To" dropdown and select *View 9.3.F DOE SC Budget*.

The screenshot shows the eSRA Proposal System interface for the '8.14 DOE Direct (not Grants.gov)' page. The page title is '8.14 DOE Direct (not Grants.gov)'. The interface includes a header with the eSRA logo and 'STAGING' label, and a navigation bar with options like 'Save', 'Exit', 'Hide/Show Errors', 'Print...', and 'Jump To: 8.14 DOE Direct (not Grants.gov)'. The main content area lists several sections, each with an 'Add' button:

- 8.14.a \* FWP Form: [None] Add
- 8.14.b Additional Science / Technical Content: [None] Add
- 8.14.c \* NEPA / CEQA: [None] Add
- 8.14.d \* Human and Animal Research Protocol: [None] Add
- 8.14.e \* Disclosure of Intellectual Property: [None] Add
- 8.14.f \* Extended Assignments: [None] Add
- 8.14.g Miscellaneous Attachments: Add

Below the 'Add' button for Miscellaneous Attachments, there is a table with the following content:

| Name                          |
|-------------------------------|
| There are no items to display |

A green box highlights the 'Jump To' dropdown menu in the navigation bar, and a green arrow points to it from a text box that says: 'SKIP this page for now and continue to 9.3.F DOE SC Budget by clicking the Jump To dropdown'.

20. You are now in *View 9.3.F DOE SC Budget*. Follow the instructions on the screenshot below to fill out this page.

**9.3.F DOE SC Budget**

9.3.F.a \* Funding Year:  → **9.3.F.a – Enter Funding Year = 2017**

9.3.F.b \* Proposal Begin Date:  Proposal End Date:  → **9.3.F.b – Enter proposal *begin date* and *end date* (example shown). Make sure dates correlate with Budget Data below.**

Note: Mozilla Firefox is not recommended for entering below budget grid. Please use another web browser.

DOE SC Funding Year Budget

|    | Add <input type="button" value="1"/> row: <input type="button" value="Add"/> | Scientific Staffing  | Other Direct Staffing | Total Direct Staffing | Operating Total Obligations | Operating Total Costs   | Equipment Obligations   | Equipment Costs         | Total Oblig |
|----|--|----------------------|-----------------------|-----------------------|-----------------------------|-------------------------|-------------------------|-------------------------|-------------|
| 1  | 2015 Current FY  | <input type="text"/> | <input type="text"/>  |                       | \$ <input type="text"/>     | \$ <input type="text"/> | \$ <input type="text"/> | \$ <input type="text"/> |             |
| 2  | 2016 BY - 1  | <input type="text"/> | <input type="text"/>  |                       | \$ <input type="text"/>     | \$ <input type="text"/> | \$ <input type="text"/> | \$ <input type="text"/> |             |
| 3  | 2017 Current BY  | <input type="text"/> | <input type="text"/>  |                       | \$ <input type="text"/>     | \$ <input type="text"/> | \$ <input type="text"/> | \$ <input type="text"/> |             |
| 4  | 2018 BY + 1  | <input type="text"/> | <input type="text"/>  |                       | \$ <input type="text"/>     | \$ <input type="text"/> | \$ <input type="text"/> | \$ <input type="text"/> |             |
| 5  | 2019 BY + 2  | <input type="text"/> | <input type="text"/>  |                       | \$ <input type="text"/>     | \$ <input type="text"/> | \$ <input type="text"/> | \$ <input type="text"/> |             |
| 6  | 2020 BY + 3  | <input type="text"/> | <input type="text"/>  |                       | \$ <input type="text"/>     | \$ <input type="text"/> | \$ <input type="text"/> | \$ <input type="text"/> |             |
| 7  | 2021 BY + 4  | <input type="text"/> | <input type="text"/>  |                       | \$ <input type="text"/>     | \$ <input type="text"/> | \$ <input type="text"/> | \$ <input type="text"/> |             |
| 8  | 2022 BY + 5  | <input type="text"/> | <input type="text"/>  |                       | \$ <input type="text"/>     | \$ <input type="text"/> | \$ <input type="text"/> | \$ <input type="text"/> |             |
| 9  | 2023 BY + 6  | <input type="text"/> | <input type="text"/>  |                       | \$ <input type="text"/>     | \$ <input type="text"/> | \$ <input type="text"/> | \$ <input type="text"/> |             |
| 10 | 2024 BY + 7  | <input type="text"/> | <input type="text"/>  |                       | \$ <input type="text"/>     | \$ <input type="text"/> | \$ <input type="text"/> | \$ <input type="text"/> |             |
|    |  | 0                    | 0                     | 0                     | \$0.00                      | \$0.00                  | \$0.00                  | \$0.00                  | \$0.00      |

**\*NOTES:**

Make sure to **click Save** after you have entered data for 9.3.F.a Funding Year and 9.3.F.b Proposal Begin Date and Proposal End Date. Then the Budget table will appear as it is shown above.

Then you can **enter your Budget Data**.

21. Scroll down and continue filling out *View 9.3.F DOE SC Budget*. Follow the instructions on the screenshot below.

**9.3.F.c** – Enter **Primary B&R Code** here. If B&R code is not available, send email to [eSRAhelp@lbl.gov](mailto:eSRAhelp@lbl.gov) with a cc: to [DOEdirect@lbl.gov](mailto:DOEdirect@lbl.gov) and request to add the B&R you need.

9.3.F.c \* **Primary B & R Code:**  
[None]

9.3.F.d **Secondary B & R Code:**  
[None]

9.3.F.e **HQ Program:**

9.3.F.f **Primary BSO Reviewer:**

9.3.F.g **Primary BSO Phone Number:**

9.3.F.h **HQ Program Manager First Name:**  
  
**HQ Program Manager Last Name:**

9.3.F.i **Organization Unit:**  
1105

9.3.F.j **Project:**  
 New  
 Ongoing

**9.3.f.D** – Optional: Add Secondary B&R if needed

**9.3.F.e, 9.3.F.f, 9.3.F.g** - Fields will auto-populate based on *Primary B&R Code* in 9.3.F.c

**9.3.F.h** – Fill in HQ Program Manager First Name and Last Name in these Boxes. Proposals will be returned if these fields are left blank.

**9.3.F.i** – Will auto-populate based from **2.9.b.1**

**9.3.F.j** – Select **New** or **Ongoing**. Proposal will be returned if neither is selected.

<< Back Save | Exit | Hide/Show Errors | Print... | Jump To: 9.3.F DOE SC Budget ▾

22. Click *Save*, and then click *Finish*.

23. Now you can begin to Route proposal for approvals. For more information on this process you can review eSRA Training Class #ESR6901 DOE Proposals to Office of Science [http://cfo.lbl.gov/training/e\\_learning/eSRA6901/DOEProposals\\_OSci/story.html](http://cfo.lbl.gov/training/e_learning/eSRA6901/DOEProposals_OSci/story.html)