



**U.S. DEPARTMENT OF HOMELAND SECURITY
PROPOSALS**



WHITE PAPERS
&
FULL PROPOSALS
SUBMISSIONS



Nancy Saxer, Contracts Officer
Wednesday, 10 June, 2009 (1:30-2:30PM)

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LAWRENCE BERKELEY NATIONAL LABORATORY

1



Background



January 25, 2006, Laboratory Director, Dr. Steve Chu, appoints *Mr. Rob Johnson, as the Head LBNL's Office of Homeland Security (OHS). OHS is delegated responsibility to:

- Review and approve all proposals (includes work scope)
- Ensures that the proposed LBNL research is consistent with the institutional expertise, and
- Within the mission of the Laboratory as it relates to Homeland Security.

[* RKJohnson@lbl.gov Ext. (510)486-4920 70A-2255D
The Directorate]

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2



**U.S. Department of Homeland Security
(DHS)**

DHS REQUIRES:

- 1 LBNL Point of Contact

Why?

Benefit for DHS and ultimately LBNL:

Quality Assurance: Better-quality proposals.

Efficiency: Most *efficient* way to coordinate between DHS & LBNL.



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3

**DHS PERSPECTIVE/
LBNL BENEFIT**

Benefit for LBNL PIs and Institution

From the DHS perspective, Rob Johnson is the LBNL point of contact. The benefit to LBNL is Rob Johnson:



- Knows DHS personnel
- Is a valuable resource re agency culture.
- Has tips about DHS requirements.

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4

**SPONSORED PROJECTS OFFICE
SOLE POINT OF CONTACT FOR DHS PROPOSALS**

The sole *lab wide* Point of Contact at Sponsored Projects Office for all DHS White Papers & Proposals is:



Nancy Saxer, LBNL Contracts Officer
Ext. 7471
Email: NSaxer@lbl.gov

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5

**HOW TO GET STARTED TO SUBMIT A DHS
"WHITE PAPER" OR "FULL PROPOSAL"?**



Rule 1: Planning is crucial
The earlier one plans, the better.



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6

"ELIGIBILITY"

- Is LBNL eligible to apply?



Review the eligibility section within the DHS funding opportunity, e.g. "Call for Proposal" (CFP).

LBNL may submit proposals, if the CFP authorizes the following entities to apply:

- National Laboratories
- Federal Government Laboratories
- Federally Funded Research & Development Centers (FFRDCs)

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7

2 TYPES OF PROPOSALS
WHITE PAPERS vs. FULL PROPOSALS

- **White Paper** 4-6 Pages
- **Quad Chart Sample**
- **Technical Summary**
- **Full Proposal**
- Vol. I Technical proposal
- Vol. II Supplemental Data
– [e.g. resumes, SOW, Executive & Cost Summary]
- Vol. III Cost/Price Proposal

| | |
|------------------------|-------------------------|
| Research Objectives | Picture of the research |
| Description of effort | Goals/Milestones |
| Benefits of Technology | Proposed Funding |
| Challenges | PI's Name |
| Maturity of Technology | |
| Research Area | |

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8

Proposal Process for "White Papers"

- White Papers – No Work For Others proposal is required.
 - No RAPID entry is needed.

Procedure:

(1) Email the DHS Funding Opportunity to Sponsored Projects (SPO) NSaxer@lbl.gov for review.

- N. Saxer will contact Rob Johnson, Head of LBNL's Office of Homeland Security (OHS).
- N. Saxer will review proposal requirements and brief and co-ordinate with the PI.
- 90% of the time N. Saxer will submit the White Paper to DHS. Depending on DHS Program needs, Rob Johnson will submit the other 10%.

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9

**Proposal Process:
"Full Proposal"**

- DHS STRONGLY ENCOURAGES a "White Paper" submission in advance of submitting a "Full Proposal".
- DHS notifies Rob Johnson via letter as to the selected PI who is invited to submit a "Full Proposal".

Procedure:

- 2 Proposal packages are required.
- A. The LBNL division prepares a "Federal "Work For Others" proposal.
 - In RAPID, choose "Entire Detail Federal Budget" panel & include FAC Homeland Security Waiver.

[The Federal Work For Others proposal is due at SPO (N. Saxer) 10 business days prior to the DHS deadline.]



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10

DHS Official "Full Proposal" (cont.)

B. The DHS Full Proposal comprises 3 volumes.

- The DHS funding opportunity specifies the contents of each volume.
 - Vol. I Technical proposal
 - Vol. II Supplemental Data
 - » [e.g. resumes, SOW, Executive & Cost Summary]
 - Vol. III Cost/Price Proposal
- N. Saxer will review the requirements and contact **both** the PI and assigned proposal preparer/budget analyst to discuss the preparation and time frame for submittal.
- 90% of the time, N.Saxer will submit the Full Proposal to DHS. Depending on DHS Program needs, Rob Johnson will submit the other 10%.



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11

QUESTIONS?

Questions?



Contact: Nancy Saxer, Contract Officer
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12
