

If you have questions about this RAPID Guide, send an email to [RAPIDHelp@ibl.gov](mailto:RAPIDHelp@ibl.gov). Please refer to [RAPID Topic: Reporting a Problem in RAPID for additional guidance](#).

# RAPID Manual

## Division: Non Federal Work for Others Proposal Preparation

Updated 06/18/2012

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## RAPID Basics:

### Access RAPID:

Access to RAPID requires the End User to have access to the [Financial Management Systems](#) (FMS) and completing RAPID Training. Please refer to [RAPID Topic: System Access](#) and [RAPID Topic: Signing into RAPID](#) for specific guidance for RAPID access. Also read the [RAPID Topic OSPIP's Policy on Data Integrity](#).

### Getting Ready for RAPID Data Input:

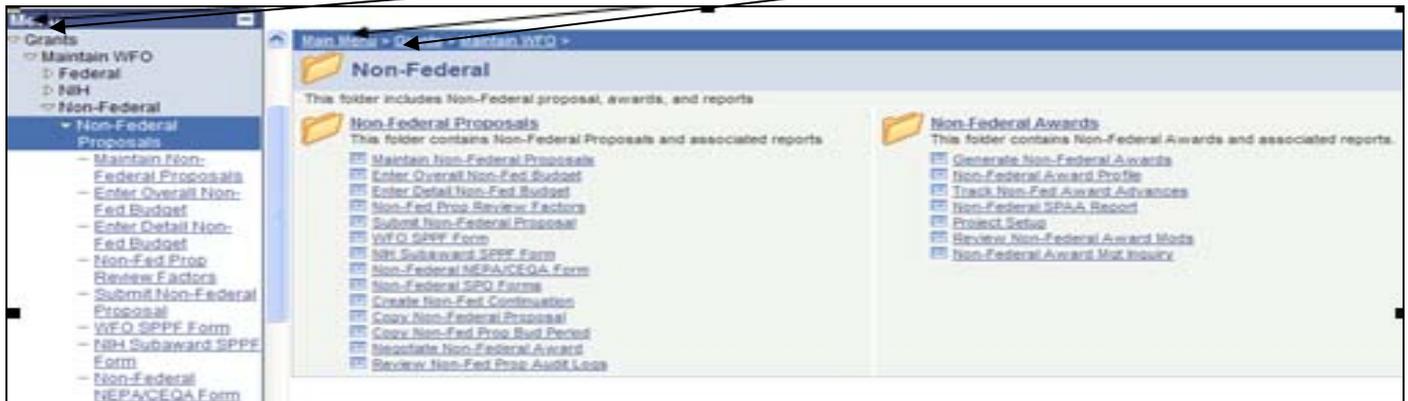
Having all the information available when you create and enter data into a RAPID proposal for proposal management is very important. Please refer to the [RAPID Topic: OSPIP Mechanisms](#), [RAPID Topic: Getting Ready](#), [RAPID Topic: Requesting Sponsor Setup](#), and [RAPID Topic: Authorizing a PI in RAPID](#) to cover preparation required before you establish a proposal in RAPID. It will assure that your RAPID data is correct and data integrity is maintained as you enter data and upload documents.

## Establishing (Adding) a Non Federal Proposal in RAPID:

RAPID Menus are accessible through the Grants Navigation Page on the Menu. The first step in RAPID is to establish (add) a Non-Federal WFO proposal.

### Establishing a New Proposal

Step	Action
1.	To add a new proposal, begin by navigating to the Menu Page or Main Menu.



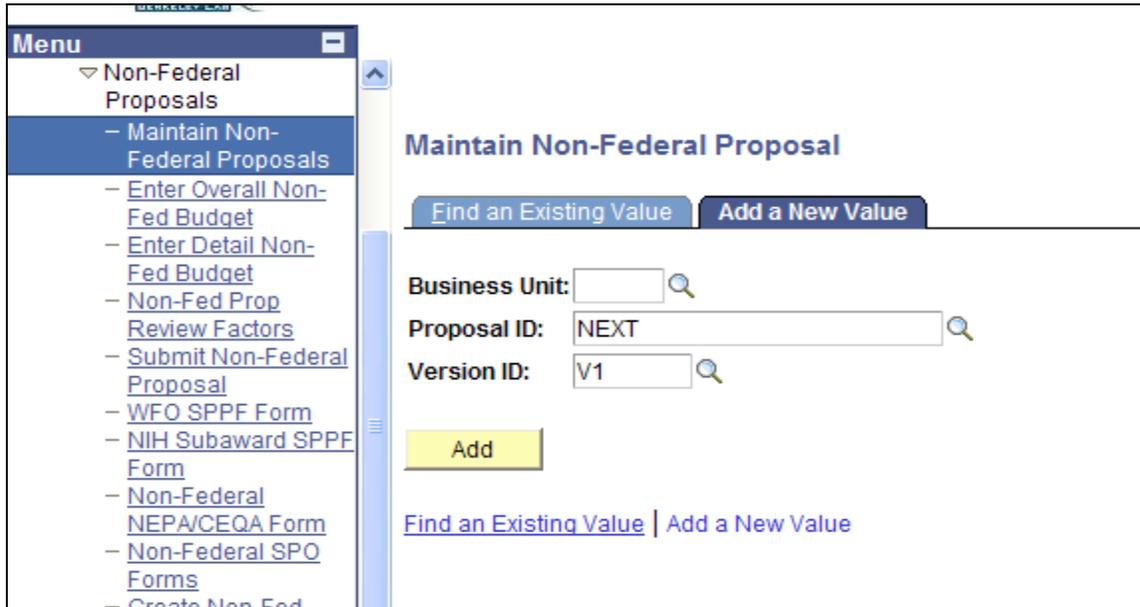
Step	Action
2.	Click on the <a href="#">Grants</a> (RAPID) link and then click the <a href="#">Maintain WFO</a> link.
3.	Click the <a href="#">Non-Federal Proposal</a> link and the Navigation Pages for Non-Federal Proposals appear.
4.	You are in the <a href="#">Base Navigation Page</a> . You may now navigate through the Non-Federal Proposal pages either using the Menu (left hand column) or using the Main Menu.
5.	To add a new proposal, Click on the <a href="#">Maintain Non-Federal Proposals</a> link and the Maintain Non-Federal Proposals Page appears.

Maintain Non-Federal Proposal

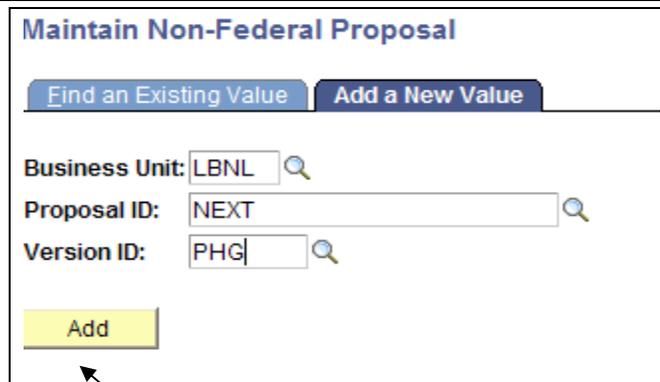
Step	Action
6.	From this initial page you can either search for an existing proposal through the <b>Find an Existing Value</b> tab or add a new proposal through the <b>Add a New Value</b> tab.
7.	For more information on how to search for an existing proposal see <a href="#">RAPID Topic: Searching for Existing Proposals</a> .
8.	We will establish a new proposal. Click on <b>Add New Value</b> tab and it will appear.

To assist you in your every day proposal data entry, please use the [RAPID Checklist: Division - Non-Federal WFO Proposal Data Entry](#).

Add New Proposal - Add New Value



Step	Action
9.	To enter a New Proposal, Click the <b>Add a New Value</b> tab.
10.	Enter the following Information: <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Business Unit: LBNL</b> - The Business Unit is always LBNL.</li> <li><input type="checkbox"/> <b>Version ID:</b> The default value for Version ID is V1. The Version ID field content can be decided by the Division. It can be as simple as the End User's Initials and as complicated as a Division-based proposal number. It is your division's decision.</li> </ul>
11.	<b>LEAVE 'NEXT' IN PLACE SO RAPID CAN AUTOMATICALLY ASSIGN THE NEXT NUMBER. NEVER OVERTYPE 'NEXT.'</b> If you do, you must start the proposal all over from the beginning. Is there a time I may enter overwrite next and add a Proposal ID? Please reference RAPID Topic: Master Proposals and RAPID Topic: Managing a RAPID Award with Multiple POs.
12.	The combination of the <b>Proposal ID</b> and the <b>Version ID</b> creates a new unique proposal.



Step	Action
13.	Once the data has been added correctly (double check because there is no do-overs), click the <b>Add</b> button. Once you've clicked on <b>Add</b> , you will be taken to the Proposal Header.

Navigating - Maintain Non-Federal Proposals

The Maintain Non-Federal Proposal Page provides for the basic non budgetary and review information required to manage OSPIP proposals. Be sure to have the information outlined in the [RAPID Guide: Getting Ready](#) so your information is correct from the beginning.

Step	Action
14.	<p>Navigating the Maintain Non-Federal Page:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Use the <b>New Window</b> link to move to another proposal or any other FMS page while you are working in this proposal.</li> <li><input type="checkbox"/> When you have completed all the information on a page, click on the <b>Save Button</b>. (For a new proposal, both the Header and Project have to be saved together so the <b>Proposal ID</b> is created.</li> <li><input type="checkbox"/> Use the <b>Notify Button</b> to Email this page to a colleague that has access to RAPID. Refer to <a href="#">RAPID Topic: Using the Notify Email Feature</a> for more information.</li> <li><input type="checkbox"/> Use the <b>Next Tab</b> button or the <b>Tab Links</b> on the bottom of the page to move through different Tabs on the page. You can also click on the Tabs at the top of the page.</li> </ul>

## Initial Proposal Information - Creating the Proposal ID

In order to create the **Proposal ID**, both the Proposal Header and Project pages must be completed correctly and saved. The **Proposal ID** is created systematically by RAPID.

### Proposal Header Page - Overview

The Proposal Header page enables you to establish basic proposal, specific details that are outlined in the [RAPID Topic: Getting Ready](#). In the next pages a list of all the data entry fields will be listed in a chart with definition and the responsibility for entry and review shared by both the Division and the Office of Sponsored Projects and Industry Partnerships.

Header	Projects	Resources	Location	Reports	Documents	Certification	Related B+R		
<b>Proposal ID:</b> NEXT	<b>Business Unit:</b> LBNL	<b>Submit Status:</b> Not Submitted							
<b>Version ID:</b> PHG	<b>Currency:</b> USD								
<b>Description:</b> <input type="text"/>	<b>UCOP Trans Dt</b>	<a href="#">Add to My Proposals</a>							
<b>Due Date:</b> 01/08/2010	<b>Type:</b> <input type="text"/>	<b>Time:</b> <input type="text"/>	<b>Time Zone:</b> <input type="text"/>						
<b>* PI ID:</b> <input type="text"/>	<b>Name:</b> <input type="text"/>								
<b>* Title:</b>	<a href="#">Long Title</a>								
<b>*Sponsor ID:</b> <input type="text"/>	<b>*Category:</b> NonFederal Awards								
<b>*Status:</b> Draft	<b>*Start Date:</b> 01/08/2010	<b>*End Date:</b> <input type="text"/>							
<b>*Type:</b> New	<input type="checkbox"/> Keep Certs	<b>Award Type</b> <input type="text"/>							
<b>*ARRA Type</b> Non-ARRA	<b>CFDA:</b> <input type="text"/>	<div style="border: 1px solid black; padding: 5px;"> <b>Additional Attributes</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Foreign Application/Component</li> <li><input type="checkbox"/> NIH Modular Grant</li> </ul> </div>							
<b>Purpose:</b> <input type="text"/>	<div style="border: 1px solid black; padding: 5px;"> <b>Additional Information</b> <div style="float: right;">Find   View All   First 1 of 1 Last</div> <table style="width: 100%;"> <tr> <td><b>*Type:</b> <input type="text"/></td> <td><b>Comments:</b> <input type="text"/></td> </tr> </table> </div>							<b>*Type:</b> <input type="text"/>	<b>Comments:</b> <input type="text"/>
<b>*Type:</b> <input type="text"/>	<b>Comments:</b> <input type="text"/>								
<b>Go To:</b> <a href="#">Budget Express</a>									

Proposal Header Page - Data Fields, Definitions and Responsibilities

Description

Header	Projects	Resources	Reports	Documents	Certification
Proposal ID: NEXT		Business Unit: LBNL		Submit Status: Not Submitted	
Version ID: PHG		Currency: USD			
Description: <input style="width: 100%;" type="text"/>		UCOP Trans Dt		<a href="#" style="background-color: #FFFF00; padding: 5px;">Add to My Proposals</a>	

Non-Federal Proposal Header Field	Field and Instructions	Responsibility
<input style="width: 100%;" type="text" value="Proposal ID: NEXT"/>	<b>Proposal ID</b> - The RAPID Proposal ID is automatically generated and saved once the fields noted with an "*" are completed in both the Header and Projects Tabs. The combination of a Proposal ID and the Version ID equal a unique proposal.	Division completes required data fields for both Header and Project Tabs and the Proposal ID will be generated.
<input style="width: 100%;" type="text" value="Version ID: PHG"/>	<b>Version ID</b> : This field defaults from the initial information when you "establish an award".	This field defaults from the initial information when you "establish an award".
<b>Submit Status:</b> Not Submitted	<b>Submit Status</b> - Automatically updated when OSPIP Contracts Officer places a proposal in "submitted" status.	This field automatically updates
<b>Description:</b> <input style="width: 100%;" type="text"/>	<b>Description</b> - Division Defined Identifier (Optional) - This field is a 24-space field that may help to illustrate parent/child or successor precursor relationships. Can be used by a division as a division proposal numbering system.	Division completes this field. OSPIP does not use. <b>OSPIP will not review</b>
<b>UCOP Trans Dt</b>	<b>UCOP Trans Dt</b> - Date is automatically inserted when proposal is reported to UC/Office of the President.	No Action required.
<a href="#" style="background-color: #FFFF00; padding: 5px;">Add to My Proposals</a>	<b>Add to My Proposals</b> - See RAPID Topic: Add to My Proposals	No Action required.

### Due Date and Principal Investigator

<b>Due Date:</b> <input type="text" value="01/08/2010"/>	<b>Type:</b> <input type="text"/>	<b>Time:</b> <input type="text"/>	<b>Time Zone:</b> <input type="text"/>
<b>* PI ID:</b> <input type="text"/>	<b>Name:</b> <input type="text"/>		
<b>* Title:</b> <input type="text"/>	<a href="#">Long Title</a>		
<b>* Sponsor ID:</b> <input type="text"/>	<b>* Category:</b> <input type="text" value="NonFederal Awards"/>		
<b>* Status:</b> <input type="text" value="Draft"/>	<b>* Start Date:</b> <input type="text" value="01/08/2010"/>	<b>* End Date:</b> <input type="text"/>	
<b>* Type:</b> <input type="text" value="New"/>	<input type="checkbox"/> <b>Keep Certs</b>		
<b>* ARRA Type:</b> <input type="text" value="Non-ARRA"/>	<b>Award Type:</b> <input type="text"/>		
<b>Purpose:</b> <input type="text"/>	<b>CFDA:</b> <input type="text"/>		
<b>Additional Attributes</b>			
<input type="checkbox"/> <b>Foreign Application/Component</b> <input type="checkbox"/> <b>NIH Modular Grant</b>			

Non-Federal Proposal Header Field	Field and Instructions	Responsibility						
<p><b>Due Date:</b> <input type="text" value="10/17/2008"/></p> <p>Proposals are due to OSPIP Contracts Officer 10 working days prior to the Proposal Due Date.</p>	<p><b>**Proposal Due Date</b> - The Due date defaults to the date of the creation of the proposal. You must enter Sponsor's Due Date, Date Type, Time and Time Zone. OSPIP uses the <a href="#">Proposal Due Date</a> to plan submission to the Sponsor.</p>	<p>Division completes these fields.</p> <p style="color: red;">OSPIP will check field with Sponsor guidance.</p>						
<p><b>* PI ID:</b> <input type="text"/></p> <p><b>PI Look Up Table:</b></p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p><b>Look Up PI ID</b></p> <p>PI ID: <input type="text" value="begins with"/></p> <p>Name: <input type="text" value="begins with"/> office</p> <p>Last Name: <input type="text" value="begins with"/></p> <p> <input type="button" value="Look Up"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/> <input type="button" value="Best Lookup"/> </p> <p><b>Search Results</b></p> <p>View All <span style="float: right;">First 1 of 1 Last</span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>PI ID</th> <th>Name</th> <th>Last Name</th> </tr> </thead> <tbody> <tr> <td>TRAINING</td> <td>Office, Sponsored P</td> <td>OFFICE</td> </tr> </tbody> </table> </div> <div style="border: 2px solid red; padding: 5px; margin: 5px 0; color: red; text-align: center;"> <p><b>NOTE: The Last Name Look Up is not functional</b></p> </div>	PI ID	Name	Last Name	TRAINING	Office, Sponsored P	OFFICE	<p><b>**Principal Investigator</b> - The PI is selected from the Professional Table that can be accessed through the down arrow on the field.</p> <p>A PI must be already set up in the Professional Table. See <a href="#">RAPID Topic: Authorizing a PI in RAPID</a> for process.</p>	<p>Division completes.</p> <p>PI must be same as PI on paper proposal.</p> <p style="color: red;">OSPIP will check field against Proposal Package.</p>
PI ID	Name	Last Name						
TRAINING	Office, Sponsored P	OFFICE						

Proposal Title

Due Date: 01/08/2010	Type: <input type="text"/>	Time: <input type="text"/>	Time Zone: <input type="text"/>	
* PI ID: <input type="text"/>	Name: <input type="text"/>			
* Title: <input type="text"/>	<a href="#">Long Title</a>			
* Sponsor ID: <input type="text"/>	* Category: NonFederal Awards <input type="text"/>			
* Status: Draft <input type="text"/>	* Start Date: 01/08/2010	* End Date: <input type="text"/>		
* Type: New <input type="text"/>	<input type="checkbox"/> Keep Certs	Award Type <input type="text"/>		
* ARRA Type: Non-ARRA <input type="text"/>	CFDA: <input type="text"/>	<b>Additional Attributes</b> <input type="checkbox"/> Foreign Application/Component <input type="checkbox"/> NIH Modular Grant		
Purpose: <input type="text"/>				

Non-Federal Proposal Header Field	Field and Instructions	Responsibility
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">           * Title: <a href="#">Long Title</a> </div> <div style="border: 1px solid black; padding: 5px;"> <p><b>Long Title</b></p> <p>Long Title:</p> <p>RAPID Non-Federal Proposal Preparation Training for Divisional Personnel</p> <p style="text-align: center;">OK    Cancel</p> </div>	<p><b>**Long Title</b> - The Long Title is a link to a subpage where the complete proposal title is entered. The Long Title must be the exact same Title as the proposal that is sent to the Sponsor.</p> <p>The first 56 characters of the Long Title will appear on the Proposal Header as the Title, the Title in Project, and other places in RAPID. It also will populate the Description of the Project ID in Project Costing.</p>	<p>Division completes the <a href="#">Long Title</a>. The Long Title must be the same as the one on the paper proposal.</p> <p style="color: red;">OSPIP will check field for accuracy.</p>

RAPID Manual	<h2 style="margin: 0;">Division: Non Federal Work for Others Proposal Preparation</h2>
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Sponsor

<b>Due Date:</b> <input type="text" value="01/08/2010"/>	<b>Type:</b> <input type="text"/>	<b>Time:</b> <input type="text"/>	<b>Time Zone:</b> <input type="text"/>	
<b>* PI ID:</b> <input type="text"/>	<b>Name:</b> <input type="text"/>			
<b>* Title:</b> <input type="text"/>	<a href="#">Long Title</a>			
<b>*Sponsor ID:</b> <input type="text"/>	<b>*Category:</b> <input type="text" value="NonFederal Awards"/>			
<b>*Status:</b> <input type="text" value="Draft"/>	<b>*Start Date:</b> <input type="text" value="01/08/2010"/>	<b>*End Date:</b> <input type="text"/>		
<b>*Type:</b> <input type="text" value="New"/>	<input type="checkbox"/> <b>Keep Certs</b>			
<b>*ARRA Type:</b> <input type="text" value="Non-ARRA"/>	<b>CFDA:</b> <input type="text"/>	<b>Award Type:</b> <input type="text"/>		
<b>Purpose:</b> <input type="text"/>	<div style="border: 1px solid black; padding: 5px;"> <b>Additional Attributes</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Foreign Application/Component</li> <li><input type="checkbox"/> NIH Modular Grant</li> </ul> </div>			

Non-Federal Proposal Header Field	Field and Instructions	Responsibility						
<div style="border: 1px solid black; padding: 5px;"> <b>*Sponsor ID:</b> <input type="text"/> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <h3 style="margin: 0;">Look Up Sponsor ID</h3> <p>SetID: <input type="text" value="LBNL"/></p> <p>Sponsor ID: <input type="text" value="begins with"/> <input type="text"/></p> <p>Name: <input type="text" value="contains"/> <input type="text" value="Meta"/></p> <p> <input type="button" value="Look Up"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/> <a href="#">Basic L...</a> </p> <h3 style="margin: 0;">Search Results</h3> <p>View All <span style="float: right;">First <input type="text" value="1"/></span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4a7ebb; color: white;"> <th>Sponsor ID</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>PJ400</td> <td>JAMESTOWN METAL PRODUCTS</td> </tr> <tr> <td>PM240</td> <td>META SYSTEMS INC.</td> </tr> </tbody> </table> </div>	Sponsor ID	Name	PJ400	JAMESTOWN METAL PRODUCTS	PM240	META SYSTEMS INC.	<p><b>**Sponsor</b> - Select a Sponsor from the RAPID Sponsor Table. When you select and save, the Sponsor Code and Sponsor name will appear in the Header.</p> <p>If the Sponsor is new and not yet set up, you may use the VVVVV Sponsor Code to complete the initial data entry.</p> <p>Please ask for a new Sponsor set up as soon as you know and prior to the submission of the proposal to OSPIP. See <a href="#">Sponsor</a> FAQs for the process.</p> <p>Once the new Sponsor is setup, the OSPIP CO will let you know so you can update your proposal.</p>	<p>Division selects the sponsor from the Sponsor Table. If must be the exact Sponsor for the proposal. If the sponsor is not there, Division requests a new Sponsor from OSPIP CO to have a sponsor set up immediately. OSPIP CO will have Sponsor Setup done.</p> <p style="color: red;">OSPIP will check field for accuracy.</p>
Sponsor ID	Name							
PJ400	JAMESTOWN METAL PRODUCTS							
PM240	META SYSTEMS INC.							

**Proposal/Award Category**

<b>Due Date:</b> <input type="text" value="01/08/2010"/>	<b>Type:</b> <input type="text"/>	<b>Time:</b> <input type="text"/>	<b>Time Zone:</b> <input type="text"/>
<b>* PI ID:</b> <input type="text"/>	<b>Name:</b> <input type="text"/>		
<b>* Title:</b> <input type="text"/>	<a href="#">Long Title</a>		
<b>* Sponsor ID:</b> <input type="text"/>	<b>* Category:</b> <input type="text" value="NonFederal Awards"/>		
<b>* Status:</b> <input type="text" value="Draft"/>	<b>* Start Date:</b> <input type="text" value="01/08/2010"/>	<b>* End Date:</b> <input type="text"/>	
<b>* Type:</b> <input type="text" value="New"/>	<input type="checkbox"/> <b>Keep Certs</b>		
<b>* ARRA Type:</b> <input type="text" value="Non-ARRA"/>	<b>Award Type:</b> <input type="text"/>		
<b>Purpose:</b> <input type="text"/>	<b>CFDA:</b> <input type="text"/>		
<div style="border: 1px solid black; padding: 5px; background-color: #e0e0e0;"> <b>Additional Attributes</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Foreign Application/Component</li> <li><input type="checkbox"/> NIH Modular Grant</li> </ul> </div>			

Non-Federal Proposal Header Field	Field and Instructions	Responsibility																						
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <b>*Category:</b> <input type="text" value="NonFederal Awards"/> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-decoration: underline;">Award Category</th> <th style="text-decoration: underline;">Description</th> </tr> </thead> <tbody> <tr><td><a href="#">DOEIC</a></td><td><a href="#">DOE ICO</a></td></tr> <tr><td><a href="#">DOEOP</a></td><td><a href="#">DOE Ops</a></td></tr> <tr><td><a href="#">FDCRA</a></td><td><a href="#">Funded CRADA</a></td></tr> <tr><td><a href="#">FDUSR</a></td><td><a href="#">Funded User Agreement</a></td></tr> <tr><td><a href="#">FEDRL</a></td><td><a href="#">Federal Awards</a></td></tr> <tr><td><a href="#">GIFT</a></td><td><a href="#">UC/LBNL Gifts</a></td></tr> <tr><td><a href="#">NIH</a></td><td><a href="#">NIH Awards</a></td></tr> <tr><td><a href="#">NONFD</a></td><td><a href="#">NonFederal Awards</a></td></tr> <tr><td><a href="#">UFCRA</a></td><td><a href="#">Unfunded CRADA</a></td></tr> <tr><td><a href="#">UFUSR</a></td><td><a href="#">Unfunded User Agreement</a></td></tr> </tbody> </table>	Award Category	Description	<a href="#">DOEIC</a>	<a href="#">DOE ICO</a>	<a href="#">DOEOP</a>	<a href="#">DOE Ops</a>	<a href="#">FDCRA</a>	<a href="#">Funded CRADA</a>	<a href="#">FDUSR</a>	<a href="#">Funded User Agreement</a>	<a href="#">FEDRL</a>	<a href="#">Federal Awards</a>	<a href="#">GIFT</a>	<a href="#">UC/LBNL Gifts</a>	<a href="#">NIH</a>	<a href="#">NIH Awards</a>	<a href="#">NONFD</a>	<a href="#">NonFederal Awards</a>	<a href="#">UFCRA</a>	<a href="#">Unfunded CRADA</a>	<a href="#">UFUSR</a>	<a href="#">Unfunded User Agreement</a>	<p><b>**Category</b> - The Proposal/Award Category is automatically populated based on the OSPIP Mechanism you chose to establish your proposals. Federal, NIH, etc. In the case of Non-Federal Work for Others, the Proposal Category will for Non-Federal Awards</p> <p>Data Fields for Certifications, Review Factors and Budgets will be setup to reflect the data requirements based on the Award/Proposal Category.</p> <p>Have you chosen the wrong Award/Proposal Category? Please reference <a href="#">RAPID Topic: Changing the Award/Proposal Category</a>.</p>	<p>Automatically populated.</p> <p>Division does not update unless changing categories.</p> <p style="color: red;">OSPIP will check for accuracy</p>
Award Category	Description																							
<a href="#">DOEIC</a>	<a href="#">DOE ICO</a>																							
<a href="#">DOEOP</a>	<a href="#">DOE Ops</a>																							
<a href="#">FDCRA</a>	<a href="#">Funded CRADA</a>																							
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<a href="#">NIH</a>	<a href="#">NIH Awards</a>																							
<a href="#">NONFD</a>	<a href="#">NonFederal Awards</a>																							
<a href="#">UFCRA</a>	<a href="#">Unfunded CRADA</a>																							
<a href="#">UFUSR</a>	<a href="#">Unfunded User Agreement</a>																							

**Proposal Status**

<b>Due Date:</b> <input type="text" value="01/08/2010"/>	<b>Type:</b> <input type="text" value=""/> <b>Time:</b> <input type="text" value=""/> <b>Time Zone:</b> <input type="text" value=""/>	
<b>* PI ID:</b> <input type="text" value=""/>	<b>Name:</b> <input type="text" value=""/>	
<b>* Title:</b> <input type="text" value=""/>	<a href="#">Long Title</a>	
<b>* Sponsor ID:</b> <input type="text" value=""/>	<b>* Category:</b> <input type="text" value="NonFederal Awards"/>	
<b>* Status:</b> <input type="text" value="Draft"/>	<b>* Start Date:</b> <input type="text" value="01/08/2010"/>	<b>* End Date:</b> <input type="text" value=""/>
<b>* Type:</b> <input type="text" value="New"/>	<input type="checkbox"/> <b>Keep Certs</b>	<b>Award Type</b> <input type="text" value=""/>
<b>* ARRA Type</b> <input type="text" value="Non-ARRA"/>	<b>CFDA:</b> <input type="text" value=""/>	<div style="border: 1px solid black; padding: 2px;"> <b>Additional Attributes</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Foreign Application/Component</li> <li><input type="checkbox"/> NIH Modular Grant</li> </ul> </div>
<b>Purpose:</b> <input type="text" value=""/>		

Non-Federal Proposal Header Field	Field and Instructions	Responsibility
<div style="border: 1px solid black; padding: 5px; width: fit-content;"> <b>* Status:</b> <input type="text" value="Draft"/> </div>	<p><b>Status</b> - "Draft" is the automatic default. No other actions are required until the proposal is ready to send to OSPIP. Then Division changes Proposal Status to Approved by Div.</p>	<p>Division updates the proposal status to Approved by Division.</p> <p>OSPIP will check for Div Approval</p>

Proposal Status (Alpha)	Definition
Approved by Division	When the proposal is completed by the Division and the Proposal is submitted to OSPIP, RAPID is updated to Approved by Division.
Awarded	RAPID automatically updates to this proposal status when a proposal is generated in to an award. The award status equivalent is "Accepted".
Discontinued	<b>A status to be used by divisional staff when a proposal is ultimately not submitted for OSPIP review and approval.</b>
Draft	This is the default status for all created proposals.
Inst. Approved	RAPID automatically updates the proposal status when OSPIP CO has approved the proposal in the Proposal Approval Page
Not Funded	The OSPIP CO will change the status for a proposal when correspondence is received that the proposal is not funded.
Submitted to the Sponsor	RAPID automatically updates the status when the proposal is put into "submitted" status on the Proposal Submission Panel by OSPIP. OSPIP only puts the proposal into this status when a fully executed award has been received.
Withdrawn	OSPIP CO will place a proposal into this status when they have a request from the PI to withdraw the proposal. This

<p><b>RAPID Manual</b></p>	<p><b>Division: Non Federal Work for Others Proposal Preparation</b></p>
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	<p>includes when OSPIP is requested to write a letter to the Sponsor to formally withdraw a proposal from consideration.</p>
<p>Tentative</p>	<p>Used by some Divisions to setup anticipated proposals.</p>

**Start Date and End Date**

Due Date: <input type="text" value="01/08/2010"/>	Type: <input type="text"/>	Time: <input type="text"/>	Time Zone: <input type="text"/>	
* PI ID: <input type="text"/>	Name: <input type="text"/>			
* Title: <input type="text"/>	<a href="#">Long Title</a>			
* Sponsor ID: <input type="text"/>	* Category: <input type="text" value="NonFederal Awards"/>			
* Status: <input type="text" value="Draft"/>	* Start Date: <input type="text" value="01/08/2010"/>	* End Date: <input type="text"/>		
* Type: <input type="text" value="New"/>	<input type="checkbox"/> Keep Certs	Award Type <input type="text"/>		
* ARRA Type: <input type="text" value="Non-ARRA"/>	CFDA: <input type="text"/>	<b>Additional Attributes</b> <input type="checkbox"/> Foreign Application/Component <input type="checkbox"/> NIH Modular Grant		
Purpose: <input type="text"/>				

Non-Federal Proposal Header Field	Field and Instructions	Responsibility
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">           *Start Date: <input type="text" value="02/01/2008"/> </div> <div style="border: 1px solid black; padding: 5px;">           *End Date: <input type="text" value="01/31/2010"/> </div> <p>The Start Date cannot be prior to the submittal of the proposal to OSPIP and the Sponsor.</p>	<p><b>**Proposed Award Start and End Dates</b> - The proposed period of performance encompasses the entire period of the research including multiple award years. The Period will be used to populate like fields through out RAPID. For Non-Federal WFO, the Begin date, unless otherwise directed by the Sponsor, should be 6-8 weeks from the Proposal Due Date. <b>THE START DATE SHOULD NEVER BE BEFORE PROPOSAL SUBMISSION TO OSPIP.</b></p>	<p>Division enters the Beginning and End Dates as reflected in the proposal.</p> <p style="color: red;">OSPIP will check field for accuracy.</p>

Proposal Type

<b>Due Date:</b> <input type="text" value="01/08/2010"/>	<b>Type:</b> <input type="text"/>	<b>Time:</b> <input type="text"/>	<b>Time Zone:</b> <input type="text"/>
<b>* PI ID:</b> <input type="text"/>	<b>Name:</b> <input type="text"/>		
<b>* Title:</b> <input type="text"/>	<a href="#">Long Title</a>		
<b>*Sponsor ID:</b> <input type="text"/>	<b>*Category:</b> <input type="text" value="NonFederal Awards"/>		
<b>*Status:</b> <input type="text" value="Draft"/>	<b>*Start Date:</b> <input type="text" value="01/08/2010"/>	<b>*End Date:</b> <input type="text"/>	
<b>*Type:</b> <input type="text" value="New"/>	<input type="checkbox"/> <b>Keep Certs</b>		
<b>*ARRA Type:</b> <input type="text" value="Non-ARRA"/>	<b>Award Type:</b> <input type="text"/>		
<b>Purpose:</b> <input type="text"/>	<b>CFDA:</b> <input type="text"/>	<div style="border: 1px solid black; padding: 5px;"> <b>Additional Attributes</b> <input type="checkbox"/> <b>Foreign Application/Component</b>  <input type="checkbox"/> <b>NIH Modular Grant</b> </div>	

Non-Federal Proposal Header Field	Field and Instructions	Responsibility
<div style="border: 1px solid black; padding: 5px;"> <b>Type:</b> <input type="text" value="New"/> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <b>Purpose:</b> <ul style="list-style-type: none"> <li>Amendment</li> <li>Competing Continuation</li> <li>Follow-on Gift</li> <li>Funded User Agreements</li> <li>Modification</li> <li style="background-color: #0056b3; color: white;">New</li> <li>New Gift</li> <li>No-Cost Extension</li> <li>Non-Competing Continuation</li> <li>Renewal</li> <li>Resubmission</li> <li>Revised</li> <li>Supplemental</li> <li>Transition Gift</li> <li>Unfunded User Agreements</li> </ul> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <b>*Type:</b> <input type="text"/> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <b>Go To:</b> <a href="#">Bud</a> </div>	<p><b>**Type</b> - "New" is the automatic default in RAPID.</p> <p>"New" is typically the Proposal Type for a new Non Federal Work for Others Proposal. If you are uncertain as to which type to choose, Please see <a href="#">RAPID Table: Proposal/Award Types</a> for additional information or consult with your OSPIP CO.</p>	<p>Division selects Proposal Type.</p> <p style="color: red;">OSPIP will check field for accuracy.</p>
<div style="border: 1px solid black; padding: 5px; width: fit-content;"> <input type="checkbox"/> <b>Keep Certs</b> </div>	<p><b>Keep Certs</b> - This flag is used when changing the Award Category. Please reference <a href="#">RAPID Topic Changing the Award/Proposal Category</a> on how to use this flag.</p>	<p>Division uses for managing the change in Award Category.</p>

### Proposal Purpose

<b>Due Date:</b> <input type="text" value="01/08/2010"/>	<b>Type:</b> <input type="text"/>	<b>Time:</b> <input type="text"/>	<b>Time Zone:</b> <input type="text"/>
<b>* PI ID:</b> <input type="text"/>	<b>Name:</b> <input type="text"/>		
<b>* Title:</b> <input type="text"/>	<a href="#">Long Title</a>		
<b>*Sponsor ID:</b> <input type="text"/>	<b>*Category:</b> <input type="text" value="NonFederal Awards"/>		
<b>*Status:</b> <input type="text" value="Draft"/>	<b>*Start Date:</b> <input type="text" value="01/08/2010"/>	<b>*End Date:</b> <input type="text"/>	
<b>*Type:</b> <input type="text" value="New"/>	<input type="checkbox"/> <b>Keep Certs</b>		
<b>*ARRA Type:</b> <input type="text" value="Non-ARRA"/>	<b>CFDA:</b> <input type="text"/>	<b>Award Type:</b> <input type="text"/>	
<b>Purpose:</b> <input type="text"/>	<div style="border: 1px solid black; padding: 5px;"> <b>Additional Attributes</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Foreign Application/Component</li> <li><input type="checkbox"/> NIH Modular Grant</li> </ul> </div>		

Non-Federal Proposal Header Field	Field and Instructions	Responsibility																														
<div style="margin-bottom: 10px;"> <b>Purpose:</b> <input type="text"/> </div> <div style="border: 1px solid black; padding: 5px;"> <p><b>Look Up Purpose</b></p> <p>SetID: <input type="text" value="LBNL"/></p> <p>Purpose: <input type="text" value="begins with"/></p> <p> <input type="button" value="Look Up"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/> <input type="button" value="Bas"/> </p> <p><b>Search Results</b></p> <p>View All    First    1-14 of 14    Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Purpose</th> <th style="text-align: left;">Description</th> </tr> </thead> <tbody> <tr><td>APLRE</td><td>Applied Research</td></tr> <tr><td>BASRE</td><td>Basic Research</td></tr> <tr><td>COMED</td><td>Community Education</td></tr> <tr><td>CONST</td><td>Construction/Alterations/Renov</td></tr> <tr><td>EGIFT</td><td>Equipment Gift</td></tr> <tr><td>FAB</td><td>Fabrication</td></tr> <tr><td>GIFT2</td><td>UC DISCOVERY</td></tr> <tr><td>GIFTS</td><td>Monetary Gift</td></tr> <tr><td>PUBSV</td><td>Public Service</td></tr> <tr><td>SRVCS</td><td>ESNet_Tech Assist_Other</td></tr> <tr><td>TRNG</td><td>Training</td></tr> <tr><td>USER1</td><td>Proprietary User</td></tr> <tr><td>USER2</td><td>NonProprietary User</td></tr> <tr><td>USER3</td><td>Collaborative User</td></tr> </tbody> </table> </div>	Purpose	Description	APLRE	Applied Research	BASRE	Basic Research	COMED	Community Education	CONST	Construction/Alterations/Renov	EGIFT	Equipment Gift	FAB	Fabrication	GIFT2	UC DISCOVERY	GIFTS	Monetary Gift	PUBSV	Public Service	SRVCS	ESNet_Tech Assist_Other	TRNG	Training	USER1	Proprietary User	USER2	NonProprietary User	USER3	Collaborative User	<p><b>Purpose</b> - characterizes the purpose of the research. For Non-Federal WFO proposals, the most common purpose is Basic Research. Select the Proposal Purpose from drop down selection.</p> <p style="color: red; font-weight: bold;"><i>The purpose code must be completed in order for the SPPF to print!</i></p>	<p>Division chooses proposal purpose as appropriate.</p> <p style="color: red; font-weight: bold;">OSPIP COs will review for appropriateness</p>
Purpose	Description																															
APLRE	Applied Research																															
BASRE	Basic Research																															
COMED	Community Education																															
CONST	Construction/Alterations/Renov																															
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TRNG	Training																															
USER1	Proprietary User																															
USER2	NonProprietary User																															
USER3	Collaborative User																															

Special Check Boxes

<b>Due Date:</b> <input type="text" value="01/08/2010"/> <b>* PI ID:</b> <input type="text"/> <b>* Title:</b> <b>* Sponsor ID:</b> <input type="text"/> <b>* Status:</b> <input type="text" value="Draft"/> <b>* Type:</b> <input type="text" value="New"/> <b>* ARRA Type:</b> <input type="text" value="Non-ARRA"/> <b>Purpose:</b> <input type="text"/>	<b>Type:</b> <input type="text"/> <b>Time:</b> <input type="text"/> <b>Time Zone:</b> <input type="text"/> <b>Name:</b> <input type="text"/> <b>* Start Date:</b> <input type="text" value="01/08/2010"/> <input type="checkbox"/> <b>Keep Certs</b> <b>CFDA:</b> <input type="text"/>	<b>Long Title</b> <b>* Category:</b> <input type="text" value="NonFederal Awards"/> <b>* End Date:</b> <input type="text"/> <b>Award Type</b> <input type="text"/> <div style="border: 1px solid black; padding: 5px; background-color: #e0e0e0;"> <b>Additional Attributes</b>  <input type="checkbox"/> <b>Foreign Application/Component</b>  <input type="checkbox"/> <b>NIH Modular Grant</b> </div>
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Non-Federal Proposal Header Field	Field and Instructions	Responsibility
<div style="border: 1px solid black; padding: 5px; background-color: #e0e0e0;"> <b>Additional Attributes</b>  <input type="checkbox"/> <b>Foreign Application/Component</b>  <input type="checkbox"/> <b>NIH Modular Grant</b> </div>	<p><b>Special Check Boxes</b> - For Non-Federal WFO Proposals, the Foreign Sponsor or Component is flagged if Proposal is to a Foreign Sponsor or has a Foreign Component (i.e. R&amp;D subcontract). This information will be used for reporting.</p>	<p>Division to complete if proposal is to a foreign sponsor or a subcontract.</p>

Additional Information: Overview

Additional Information
Find | View All    First ◀ 1 of 1 ▶ Last

\*Type:  Comments:

Go To: [Budget Express](#)  
[Valid Award Types for Sponsor](#)

Non-Federal Proposal Header Field	Field and Instructions	Responsibility
<div style="border: 1px solid gray; padding: 2px;"> <ul style="list-style-type: none"> <li>Allocation Percentages</li> <li>Concurrent Submissions</li> <li>Express Proposal</li> <li>Flow Through</li> <li>Major Goals</li> <li style="background-color: #4F81BD; color: white;">Non-Federal Advance Amount</li> <li>Other</li> <li>PI Change</li> <li>Previous Award</li> <li>Related Proposals</li> <li>Solicitation</li> <li>Non-Federal Advance Amount <span style="float: right;">▼</span></li> </ul> </div>	<p><b>Additional Information</b> - This is the area to document additional information that is associated with this specific proposal. Please see <a href="#">RAPID Table: Additional Information Types</a>.</p>	<p>Division chooses all the additional information required for the proposal category.</p>

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**Additional Information: Non-Federal Advance Amount, Flow Through**

*Additional Information for all Non-Federal Awards*

	<div style="border: 2px solid red; padding: 5px; color: red; font-weight: bold;"> <u>Required for all proposals</u> </div>	<p><b>Non-Federal Advance Amount</b> - Click on the "Additional Details icon and select the Additional Information Type of Non-Federal Advance Amount. In the Details subpage, enter the Advance Amount. For additional guidance, please review financial policy <a href="#">Advance Payment Requirement for Non-Federal Work for Others Sponsors</a>.</p>		<p>Division enters Advance Invoice Amount. Division is responsible for the accuracy.</p> <p style="color: red;">OSPIP checks that it has been entered.</p>
	<div style="border: 2px solid red; padding: 5px; color: red; font-weight: bold;"> <u>Required for all subawards</u> </div>	<p><b>Flow Through</b> - If Non-Federal Work for Others is used to fund a subaward, the Primary Sponsor is required. It is typically a federal sponsor.</p> <p>Add another record (click on + sign) and select the Additional Information Type of Flow Through.</p> <p>In the Details subpage, select the Sponsor from the Sponsor Lookup Table. If this is a new sponsor, enter it into the Comments Box to the right.</p>		<p>Division is responsible to enter Primary Sponsor (Flow Through).</p> <p style="color: red;">OSPIP checks that it has been entered.</p> <p style="color: red;"><b>For additional information, See RAPID Guiden - Proposal Header - Additional Information Types NonFederal Work For Others Subawards</b></p>

### Proposal Projects Page

The Proposal Projects Page, when completed, will hold vital information for the set up of the Project ID in Project Costing (Project Setup) and Billing and Accounts Receivable in FMS.

Header
Projects
Resources
Reports
Documents
Certification

**Proposal ID:** NEXT                      **Business Unit:** LBNL      **PI Name:** Office,Sponsored P  
**Version ID:** PHG  
**Title:** RAPID Non-Federal Proposal Preparation Training for Di

**Proposal Project** Find | View All    First ◀ 1 of 1 ▶ Last

**Proposal Project ID:**        **Primary**      **Project:** + -  
**\*Title:**  [Description](#)  
**\*Institution:**    
**\*Subdivision:**    
**\*Department:**    
**Dept Contact:**    
**Dept Rep:**

**Department Cost Share** Find | View All    First ◀ 1 of 1 ▶ Last

**\*Department:**  [Comment](#)                      **Total %:** + -  
**Cost Share %:**       **Location:**

**Proposal Project ID, Title, Subdivision, and Department**

Non-Federal Proposal Header Field	Field and Instructions	Responsibility
<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">           Proposal Project ID: <input type="text" value="NEXT_1"/> <input checked="" type="checkbox"/> Primary         </div> <p>1. Add only ONE Project ID.          2. DO NOT FORGET TO UPDATE or it cannot be corrected until either the OSPIP CO enters Proj ID (upon request) as part of Award Generation or Division corrects in Project Costing.</p>	<p><b>Proposal Project ID</b> - The Project ID is selected according to the <a href="#">FMS/Project Setup Training &amp; Reference Guide</a>, a project ID must be a unique identifier for each project you create. Project IDs in FMS are an alphanumeric string of up to six characters. Please use the format required by <a href="#">FMS/Project Setup Training &amp; Reference Guide</a>. Once a proposal has been awarded in RAPID, the Project ID will be automatically setup in FMS/Project Costing as the Primary Project ID associated with the award.</p>	<p>Division is responsible to complete correctly and accurately.</p> <p style="color: red;">OSPIP will not check.</p>
<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">           *Title: <input type="text" value="RAPID Non-Federal ProposalPreparation Training forDi"/> </div>	<p><b>Title</b> - Inherited from the Proposal Header. DO NOT CHANGE. The Description will take you to the Long Title. DO NOT CHANGE.</p>	<p>No Action Required.</p>
<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">           *Subdivision: <input type="text"/> </div> <div style="border: 1px solid black; padding: 2px;">           *Department: <input type="text"/> </div>	<p><b>Subdivision and Department</b> - Enter the two digit DeptID which is equivalent to the LBNL Division. DO NOT ENTER TWO DIFFERENT DIVISIONS.</p> <p>The Dept Rep (Division Director) is automatically entered based on the Subdivision designation.</p>	<p>Division is responsible to complete.</p> <p style="color: red;">OSPIP will check for accuracy.</p>

RAPID Manual	Division: Non Federal Work for Others Proposal Preparation
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Division (Dept) Contact and Division Director Approval (Dept Rep)

The screenshot shows a web-based form titled "Proposal Project". At the top right, there are navigation options: "Find | View All", "First", "1 of 1", and "Last". Below this, the form contains several fields:
 

- Proposal Project ID:** A text box containing "NEXT\_1".
- Primary:** A checked checkbox.
- Project:** A text box that is currently empty.
- \*Title:** A text box containing "RAPID Non-Federal ProposalPreparation Training forDi". To its right is a blue link labeled "Description".
- \*Institution:** A text box with a magnifying glass icon to its right.
- \*Subdivision:** A text box with a magnifying glass icon to its right.
- \*Department:** A text box with a magnifying glass icon to its right.
- Dept Contact:** A text box with a magnifying glass icon to its right.
- Dept Rep:** A text box with a magnifying glass icon to its right.

Non-Federal Proposal Header Field	Field and Instructions	Responsibility
	<p><b>Dept Contact/Division Contact</b> - Please select the person the OSPIP Co should call regarding changes to this Proposal. Select name from the Look-up List. This list is based on the Department Contact List setup under "System Access".</p>	<p>Division is responsible.</p> <p><b>OSPIP will not check.</b></p>
	<p><b>Dept Rep/Division Director</b> - Automatically filled with Division Director with Division selected. The field should be updated to reflect the Division Director Designee if the Division Director does not sign the Sponsored Projects Proposal Form.</p>	<p>Division is responsible.</p> <p><b>OSPIP will check for accuracy.</b></p>

Department Cost Share - DO NOT UPDATE

The screenshot shows a web form titled "Department Cost Share". At the top right, there are navigation links: "Find | View All", "First", "1 of 1", and "Last". Below the title, there are three main fields: "\*Department:" with a dropdown menu showing "Life Sciences", "Cost Share %:" with a text input field containing "100.00", and "Location:". To the right of the "Life Sciences" dropdown is a "Comment" link. Further right, it says "Total %: 100.00" with "+" and "-" buttons. The entire form is crossed out with a large red X.



Completed Project Page

Menu

- Non-Federal Proposals
  - Maintain Non-Federal Proposals
    - Enter Overall Non-Fed Budget
    - Enter Detail Non-Fed Budget
    - Non-Fed Prop Review Factors
    - Submit Non-Federal Proposal
    - WFO SPPF Form
    - NIH Subaward SPPF Form
    - WFO SPPF Form
    - NIH Subaward SPPF Form
    - Non-Federal NEPA/CEQA Form
    - Non-Federal SPO Forms
    - Create Non-Fed Continuation
    - Copy Non-Federal Proposal
    - Copy Non-Fed Prop Bud Period
    - Negotiate Non-Federal Award
    - Review Non-Fed Prop Audit Logs
  - Non-Federal Awards
    - Maintain Gifts
    - Maintain DOE Indirect Funding
    - Maintain CRADAs

Header | **Projects** | Resources | Reports | Documents | Certification

Proposal ID: 000005502    Business Unit: LBNL    PI Name: Office, Sponsored P

Version ID: PHG

Title: RAPID Non-Federal Proposal Preparation Training for Di

**Proposal Project**    Find | View All    First 1 of 1 Last

Proposal Project ID: SPOTRNG     Primary    Project: [ + - ]

\*Title: RAPID Non-Federal Proposal Preparation Training for Di    [ Description ]

\*Institution: Lawrence Berkeley National Lab    [ Search ]

\*Subdivision: Life Sciences    [ Search ]

\*Department: Life Sciences    [ Search ]

Dept Contact: Ernest, Cynthia L    [ Search ]

Dept Rep: Gray, Joe W    [ Search ]

**Department Cost Share**    Find | View All    First 1 of 1 Last

\*Department: Life Sciences    [ Search ]    Comment    Total %: 100.00    [ + - ]

Cost Share %: 100.00    Location:

[ Save ]    [ Return to Search ]    [ Notify ]    [ Previous tab ]    [ Next tab ]    [ Add ]    [ Update/Display ]

Header | Projects | Resources | Reports | Documents | Certification

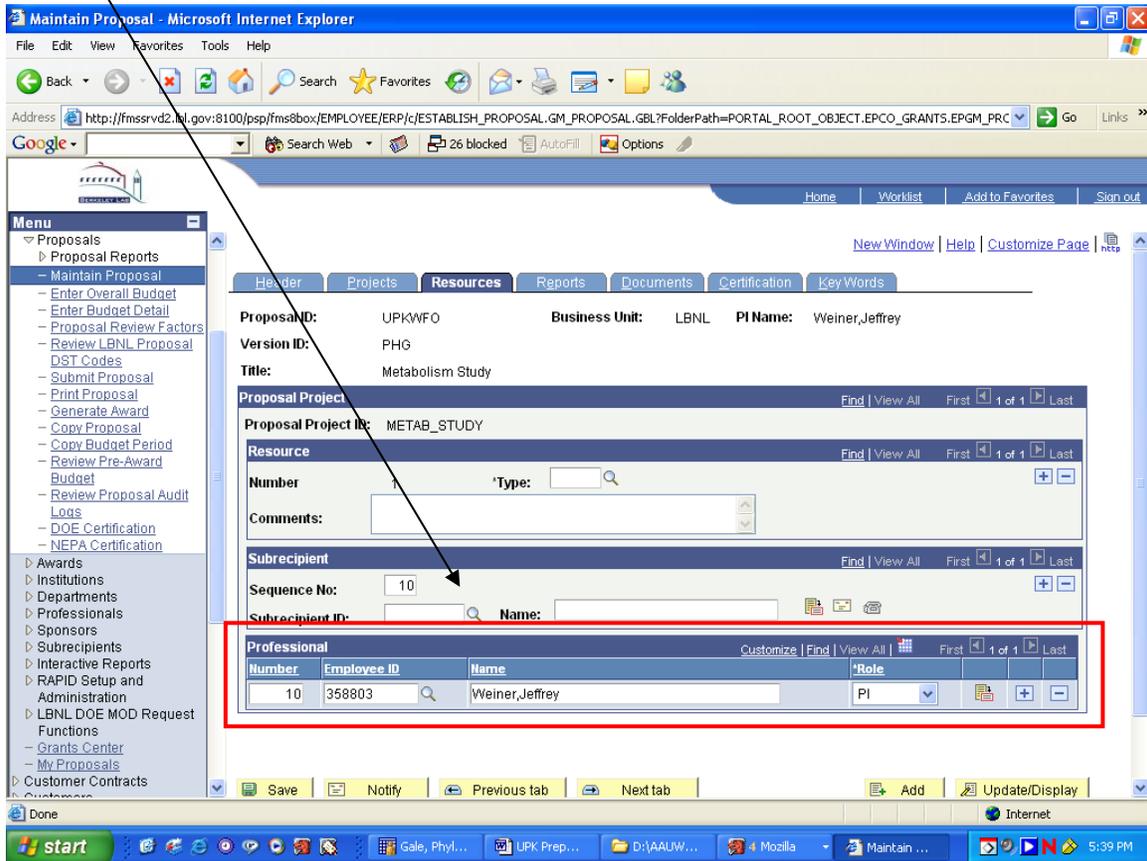
Before you create the Proposal ID, please make sure the Project ID is correct. Once you have saved the proposal, there is no turning back.

Once the Header and Projects Pages are complete, **SAVE** the Proposal and the Proposal ID will be created by the RAPID system.

Resources Page:

The Resources page is used to maintain information about the key personnel a proposal project.

Professional:

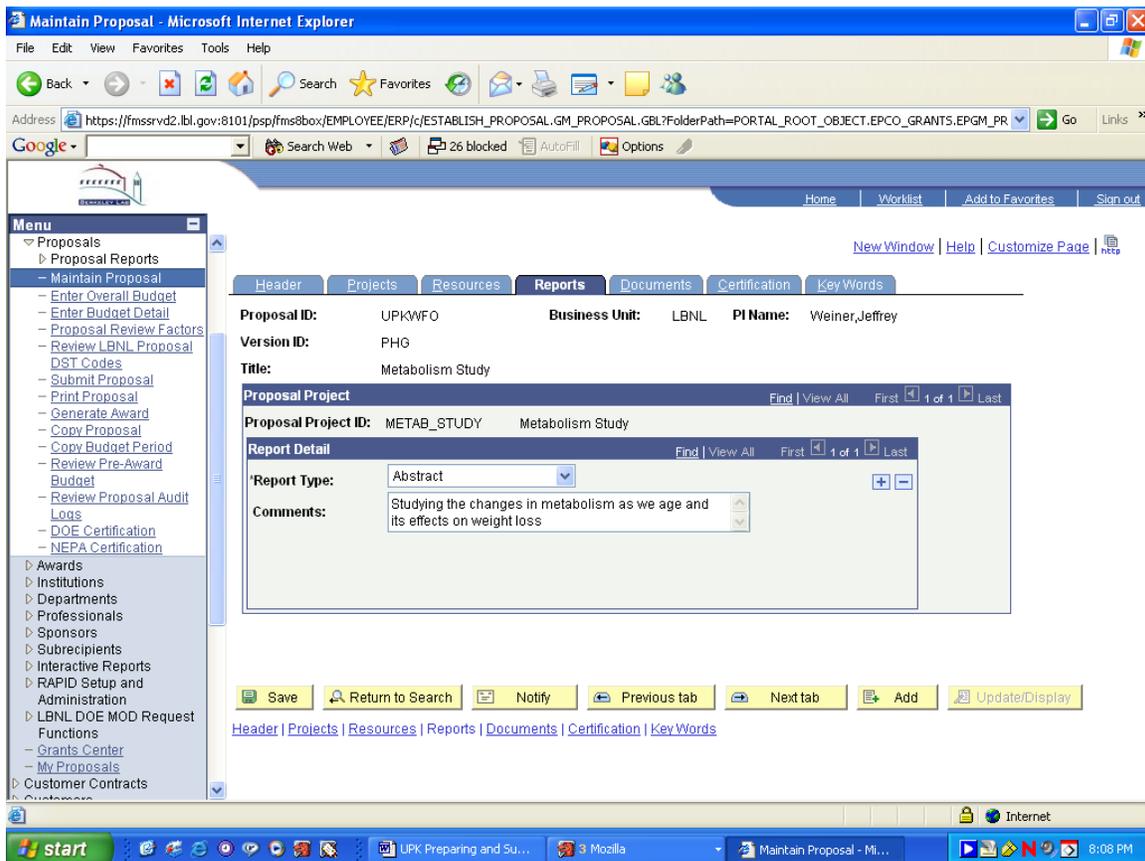


Non-Federal Proposal Header Field	Field and Instructions	Responsibility
	The "Resource and Subrecipient Details" are not used.	No Action
	<p>The Professional Details lists the PI, Co-PI, and other Key Personnel including the Mentor for Fellowships. For Fellowships, the "fellow" is the PI.</p> <p>The PI on the Resource page MUST be the same PI on the Proposal Header Page. These must be kept in synch. Please add the Project Contact with the role or "Other".</p> <p>The listed Professionals populates the Team page in Project Costing.</p>	<p>Division is responsible for accuracy</p> <p>OSPIP will check.</p>

Reports Page:

The Reports page is used to capture the Abstract information for a proposal. This proposal abstract is a public document used by DOE/Berkeley Site Office to approve the proposal, for other publications, internal and external audits and internal and external reporting.

Abstract:



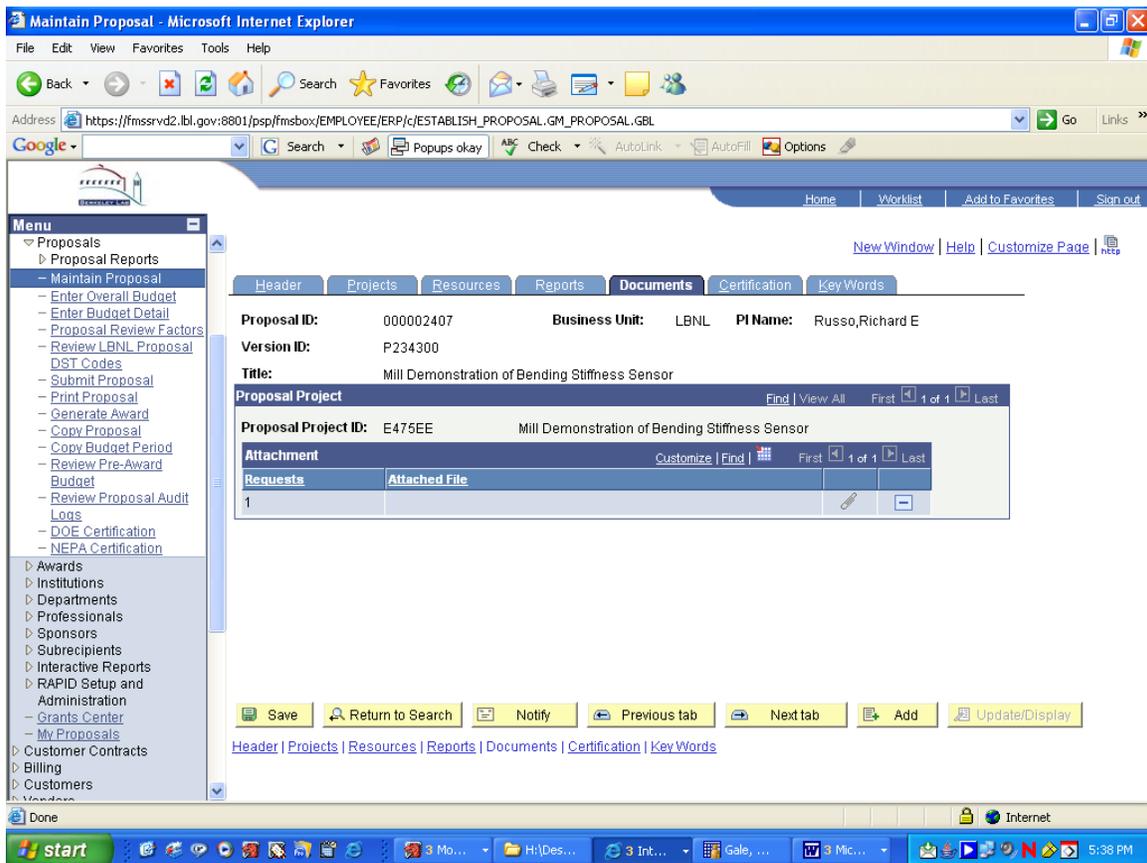
Non-Federal Proposal Header Field	Field and Instructions	Responsibility
<div data-bbox="94 1640 602 1717" style="border: 1px solid black; padding: 5px;"> <p>Report Type: Abstract</p> <p>Comments: Studying the changes in metabolism as we age and its effects on weight loss</p> </div> <p>Select Abstracts from *Report Type list</p>	<p>In Non-Federal WFO - only the Abstract is used. You may cut and paste the abstract from the proposal or one is provided by the PI/Division.</p> <p><b>If this is an ARRA Proposal, you are to use the Abstract that was approved by the sponsor.</b></p>	<p>Division is responsible.</p> <p><b>OSPIP will assure that it is included.</b></p>

Documents Page:

As part of the proposal process, it may be appropriate to link (upload) documents into RAPID. This page helps you keep track of documents such as statements of work, human and another subjects, etc. You can attach multiple documents to the proposal.

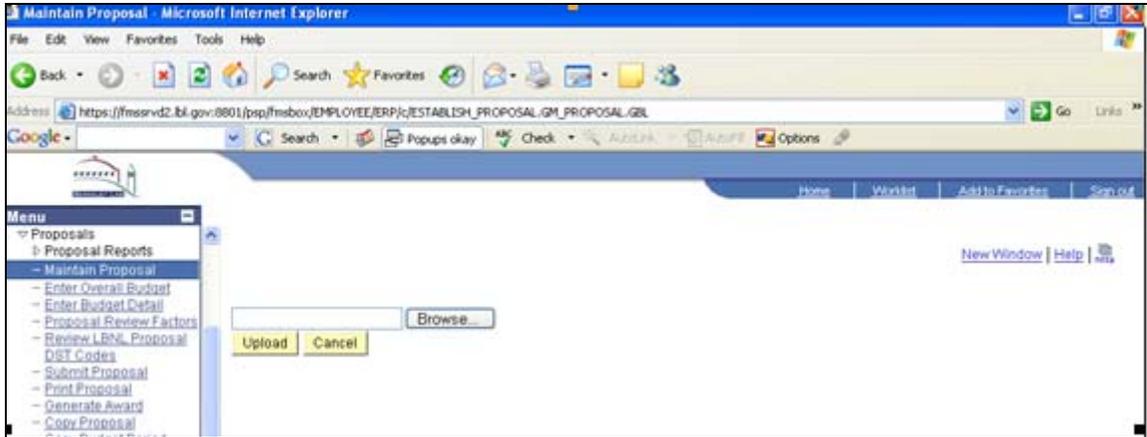
Electronic Submission to OSPIP CO

If a Sponsor doesn't require a "wet" signature, you can upload the SPPF, budget, and Statement of Work - the Sponsor's Proposal - into RAPID. You will not be required to submit a hardcopy, original proposal. Your OSPIP Contracts Officer will print it out. Please coordinate these submissions like all other proposal submissions with your OSPIP Contracts Officer.

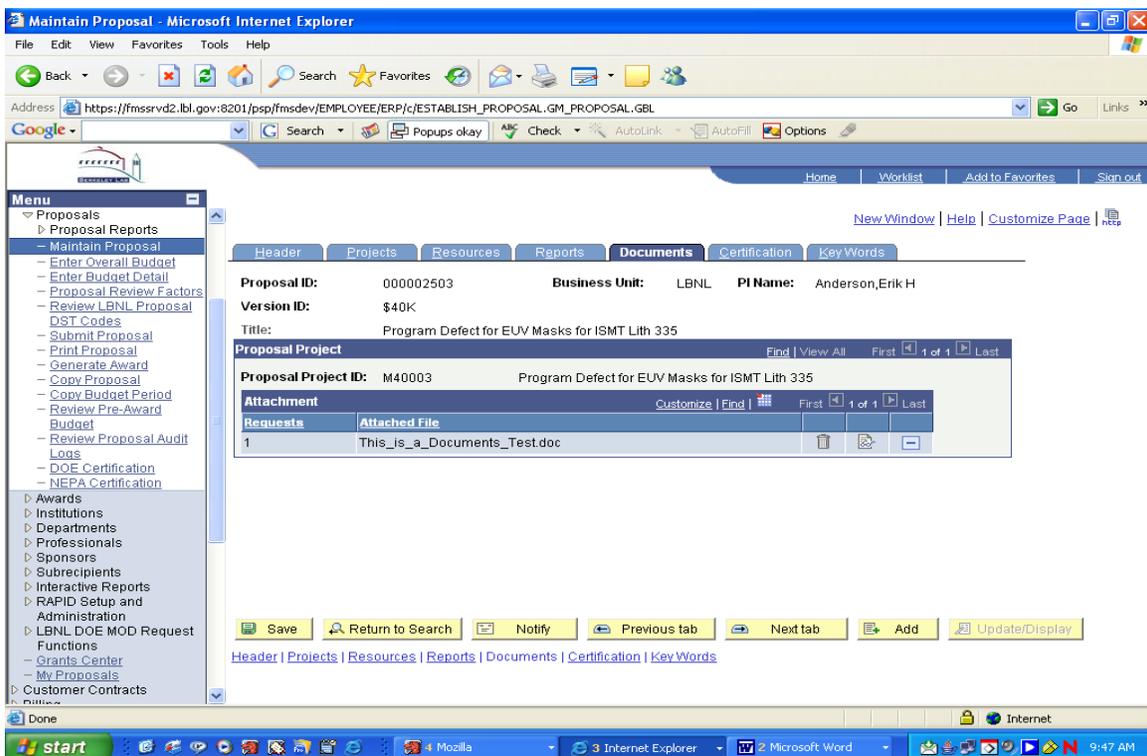


Non-Federal Proposal Header Field	Field and Instructions	Responsibility
	<p>Click on the Documents tab. Click the <b>Add Attachment</b> button  to attach a document to the proposal. The document link (upload) page is displayed.</p>	<p>Optional at this time for Non-Federal WFO.</p>

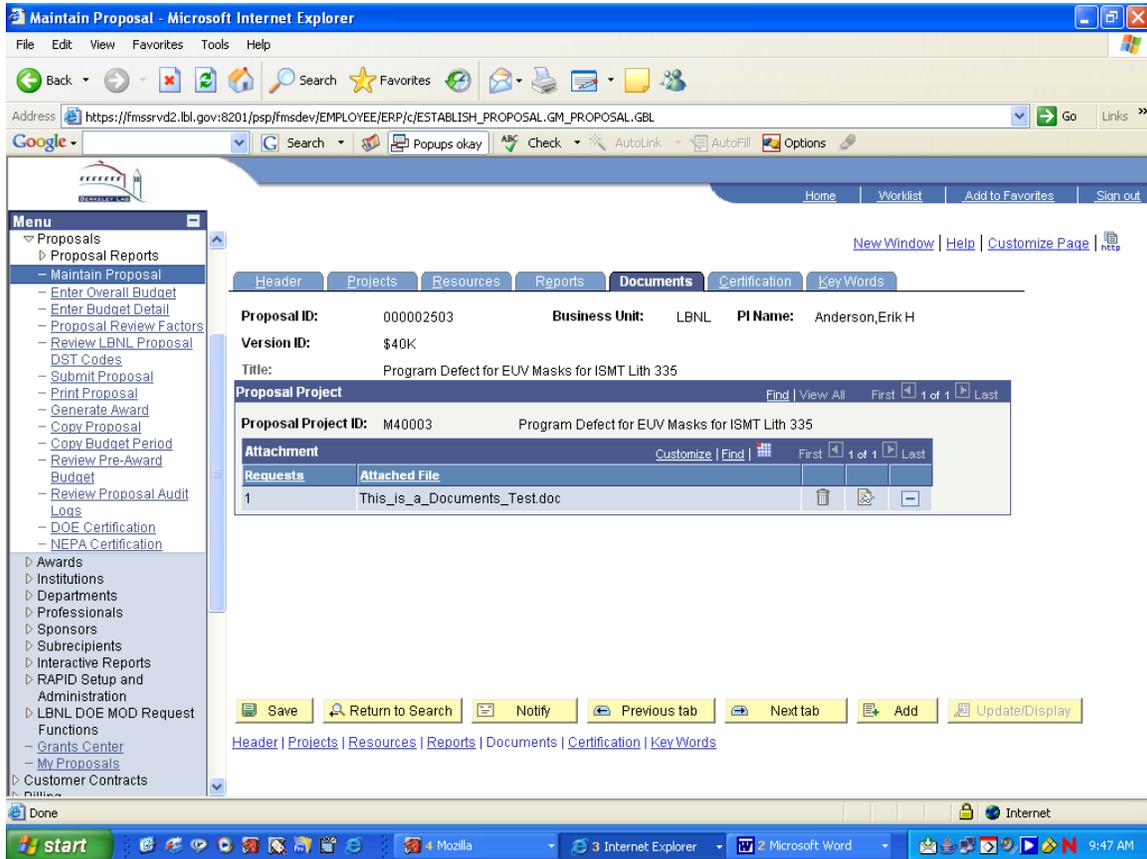
Browse Subpage:



Step	Action
15.	Click to search for the document that you want to attach to the proposal. This button appears after you click the Add Attachment button. <b>Browse</b>
16.	Click to attach the file to the proposal and return to the Documents page. This button appears after you click the Add Attachment button. <b>Upload</b>
17.	The document is displayed under attachments on the Documents page. See example below.



Viewing the Attachment in the Documents Page



Step	Action
18.	<p>Hold down your Control Key on your PC keyboard and click the View Attachment button to view the attachment. Click on “open” to view or “save” to save the document. This button appears only after you attach a document to the page.</p> 
19.	<p>Click the Delete Attachment button to delete a document. Once a document is deleted, it will no longer be available. There is no “undo” button. You will have to go through the “upload” process again for the document to be available in RAPID. This button appears only after you attach a document to the page.</p> 

**Certification Page:**

The Certification page for Non-Federal Proposals will display eight (8) internal review and approvals that are required. Divisions only complete the Certification Indicator for the Animals (AN), Human Subjects (HS), and NEPA/CEQA at the time of proposal submission. The updates/approvals will be done by the OSPIP Contracts Officers as part of the Award Generation review procedure.

**DO NOT DELETE LINES.** The certifications displayed are those that are required for the Non-Federal proposal/award category.

Header	Projects	Resources	Location	Reports	Documents	<b>Certification</b>	Related B+R
<b>Proposal ID:</b>	NEXT	<b>Business Unit:</b>	LBNL	<b>PI Name:</b>			
<b>Version ID:</b>	PHG						
<b>Title:</b>							
<b>Proposal Project</b> Find   View All First 1 of 1 Last							
<b>Proposal Project ID:</b> NEXT_1							
<b>Certification</b> Customize   Find   First 1-7 of 7 Last							
Certification Info   Review and Status							
*Certification Code	Certification Date	*Indicator	Certified By	Approval Date	Assurance Number	Exemption Number	
AN		Pending					+ -
AR		SPO Hold					+ -
COI		Pending					+ -
DOECO		SPO Hold					+ -
DOEWW		SPO Hold					+ -
HS		Pending					+ -
NEPA		NEP Pndng					+ -

**Certification Panel Definitions and Data Entry Grid**

Certification Code	Definition
AN	Animal Use:
AR	Accounts Receivable Review and Approval
COI	Conflict of Interest
DOEAG	DOE Approval of Agreements with Non-Standard Terms and Conditions.
DOECO	DOE Contracting Officer Approval of Proposals
DOEWW	DOE Financial Approval of Waiver of Federal Administration Charge (FAC)
HS	Human Subjects
NEPA	NEPA/CEQA Review

Header	Projects	Resources	Location	Reports	Documents	<b>Certification</b>	Related B+R
<b>Proposal ID:</b>	NEXT	<b>Business Unit:</b>	LBNL	<b>PI Name:</b>			
<b>Version ID:</b>	PHG						
<b>Title:</b>							
<b>Proposal Project</b>						Find   View All	First 1 of 1 Last
<b>Proposal Project ID:</b> NEXT_1							
<b>Certification</b>						Customize   Find	First 1-7 of 7 Last
Certification Info						Review and Status	
*Certification Code	Certification Date	*Indicator	Certified By	Approval Date	Assurance Number	Exemption Number	
AN		Pending					+ -
AR		SPO Hold					+ -
COI		Pending					+ -
DOECO		SPO Hold					+ -
DOEWW		SPO Hold					+ -
HS		Pending					+ -
NEPA		NEP Pndng					+ -

Non-Federal Proposal Header Field	Field and Instructions	Responsibility
<p>For this example, select Yes. Click the <b>Indicator</b> list. <input type="text"/></p> <p>Click an entry in the list. <input type="text"/></p>	<p>Do not enter a date under <b>Certification Date</b></p> <p>Next, select the certification indicator. Please see the next page for the appropriate Certification Indicator for the different types of actions.</p> <p>Next enter the person name that authorized the certification. For Animal and Human subjects, the name must be the PIs. Enter the desired information into the <b>Certified By</b> field.</p> <p>Enter the date on which the certification was approved. Enter the desired information into the <b>Approval Date</b> field.</p>	<p>Division is responsible in accordance to guidance on the following page.</p> <p><b>OSPIP will check for accuracy.</b></p>

**Divisional Certification Actions**

Certification Code	Cert Date	Indicator	Certified by	Approval Date
AN	Blank	<b>Pending</b>	Blank	Blank
<i>OSPIP will update after proposal is submitted and before award generation.</i>	Blank	<b>N/A</b> - Animals will not be used on the research	PI's Name	Date PI approved Proposals
	Blank	<b>Yes</b> - Animal Use approved and research may commence	Chris Byrne Name	Date of Approval
	Blank	<b>No</b> - Animal Use no approved and research may not commence	Chris Byrne Name	Date of Disapproval
HS	Blank	<b>Pending</b>	Blank	Blank
<i>OSPIP will update after proposal is submitted and before award generation.</i>	Date of Review	<b>N/A</b> - Humans will not be used on	PI's Name	Date PI approved Proposal.
	Blank	<b>Yes</b> - Human Use approved and research may commence	Chris Byrne Name	Date of Approval
	Blank	<b>No</b> - Human Use no approved and research may not commence	Chris Byrne Name	Date of Disapproval
NEPA	Blank	<b>Pending</b>	Blank	Blank
<i>OSPIP will update after proposal is submitted and before award generation.</i>	Date of OSPIP Review	<b>N/A</b> - Users Only	OSPIP CO's Name	Date of Review
	Blank	<b>Yes</b> - NEPA/CEQA Approved	NEPA/CEQA Reviewers Name	Date of Approval
	Blank	<b>No</b> - NEPA/CEQA disapproved.	NEPA/CEQA Reviewers Name	Date of Disapproval

## Establishing the Proposal Budget

Currently RAPID captures high-level, summary information required for DOE/Berkeley Site Office Review. It does not replace the required detailed budget that accompanies the proposal package. In the future, the RAPID budget will be linked to the Budget Planning System (BPS) and budgets will automatically be uploaded from BPS.

Step	Action
1.	For the <b>Non-Federal Proposals</b> , click the <b>Non-Federal Proposals</b> link and then click on the <b>Enter Overall Non-Fed Budget</b> link.
2.	Click the <b>Budget Header</b> link. If you are re-entering the proposal, you will have to enter search key criteria to locate the proposal. The Proposal ID is most commonly used. You can use the "wild card" symbol "%" ahead of the last four digits of the proposal and the proposal will appear in the <b>Search Results</b> .
3.	The <b>Overall Non-Fed Budget "General Information"</b> page will appear.

Non-Federal Proposals/Enter Overall Non-Fed Budget - General Info Page

The General Information Page captures the total budget (including the anticipated Waiver of Federal Administrative Charge) and the budget's total period of performance.

<b>General Info</b>		<b>Periods</b>	
Proposal ID:	000005502	Currency:	USD
Version ID:	PHG	Start Date:	02/01/2008
		End Date:	01/31/2010
Title:	RAPID Non-Federal Proposal Preparation Training for Di		
PI:	Office,Sponsored P		
<hr/>			
Project ID:	SPOTRNG	Department:	Life Sciences
<hr/>			
<b>Details</b>			
<input checked="" type="checkbox"/> Include in Proposal		Find   View All First 1 of 1 Last	
*Budget ID:	<input type="text" value="SPO EXAMPLE"/>	Description:	<input type="text" value="SPO Example"/>
Target Sponsor Budget:	<input type="text" value="250,000.00"/>	*Start Date:	<input type="text" value="02/01/2008"/>
		*End Date:	<input type="text" value="01/31/2010"/>
<input type="button" value="Reinitialize"/>			
<a href="#">Facility and Admin Set Up</a>			
<input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Previous in List"/> <input type="button" value="Next in List"/> <input type="button" value="Notify"/>			

Non-Federal Overall Non-Fed Budget	Field and Instructions	Responsibility
<input checked="" type="checkbox"/> Include in Proposal	"Include in Budget" flag must be checked for the budget information to print on RAPID reports. Unless otherwise directed, include only one (1) budget per proposal.	Division
*Budget ID: <input type="text"/>	"*Budget Information" is required. Content is determined by Division. It doesn't print on reports.	Division
Description: <input type="text"/>	"Description" content is determined by Division. It doesn't print on reports.	Division

Non-Federal Proposals/Enter Overall Non-Fed Budget - General Info Page (continued)

<b>General Info</b>		<b>Periods</b>	
Proposal ID:	000005502	Currency:	USD
Version ID:	PHG	Start Date:	02/01/2008
		End Date:	01/31/2010
Title:	RAPID Non-Federal Proposal Preparation Training for Di		
PI:	Office,Sponsored P		
<hr/>			
Project ID:	SPOTRNG	Department:	Life Sciences
<hr/>			
<b>Details</b>			
Find   View All First 1 of 1 Last			
<input checked="" type="checkbox"/> Include in Proposal			
*Budget ID:	<input type="text" value="SPO EXAMPLE"/>	Description:	<input type="text" value="SPO Example"/>
Target Sponsor Budget:	<input type="text" value="250,000.00"/>	*Start Date:	<input type="text" value="02/01/2008"/>
		*End Date:	<input type="text" value="01/31/2010"/>
<input type="button" value="Reinitialize"/>			
<a href="#">Facility and Admin Set Up</a>			
<input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Previous in List"/> <input type="button" value="Next in List"/> <input type="button" value="Notify"/>			

Non-Federal Overall Non-Fed Budget	Field and Instructions	Responsibility
<input type="text" value="Target Sponsor Budget:"/>	"Target Sponsor Budget" is the amount of the total budget including the anticipated "Waived Federal Administrative Change" that accompanies the proposal.	Division  OSPIP will check if the amount matches the proposal.
<input type="text" value="*Start Date: 02/01/2008"/> <input type="text" value="*End Date: 01/31/2010"/>	"**Start Date" and "**End Date" are required to be the same as the Start and End Date on the Proposal Header. If you change one, the system forces you to change the other.	Division  OSPIP will check if it matches the proposal.
<input type="button" value="Reinitialize"/>	"Reinitialize" button can be used to clear out the data entry for overall and detailed budget so you can start again.	Division

Step	Action
3.	Do not save yet. You must complete the "Periods" page before the data can be saved. To move to the next page, Click the <b>Periods</b> tab.

Non-Federal Proposals/Enter Overall Non-Fed Budget - Periods Page

The Periods page used to capture the budget periods that is requested by the Sponsor for the proposal budget. The Period can be the entire period of performance if the Sponsor requests the budget at the detail. Or, it can be by incremental periods and budget determined by the Sponsor. RAPID assumes that all periods are in increments of a year.

Non-Federal Overall Non-Fed Budget	Field and Instructions	Responsibility						
<table border="1"> <thead> <tr> <th>Period</th> <th>*Start Date</th> <th>*End Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>02/01/2008</td> <td>01/31/2009</td> </tr> </tbody> </table>	Period	*Start Date	*End Date	1	02/01/2008	01/31/2009	<p>"Period" 1 assumes that the first period (if the period of performance is longer than year) is one year. The period should match the first budget period if the Sponsor has requested budget periods or incremental funding periods. If the Sponsor wants a summary budget without periods, change the "End Date" to the end date of the total period of performance.</p>	<p>Division is responsible for the accuracy.</p> <p>OSPIP check to see if it matches the proposal budget periods.</p>
Period	*Start Date	*End Date						
1	02/01/2008	01/31/2009						
<table border="1"> <thead> <tr> <th>Target Sponsor Budget</th> </tr> </thead> <tbody> <tr> <td></td> </tr> </tbody> </table>	Target Sponsor Budget		<p>"Target Sponsor Budget" matches the proposal budget period and the proposal.</p>	<p>Division is responsible for the accuracy.</p> <p>OSPIP check to see if it matches the proposal budget periods.</p>				
Target Sponsor Budget								

Step	Action
4.	If the proposal budget has more than one period, you can add a period by adding a new row. The next budget period appears.

Non-Federal Proposals/Enter Overall Non-Fed Budget - Periods Page (continued)

<b>General Info</b>		<b>Periods</b>	
Proposal ID:	000005502	Currency:	USD
Version ID:	PHG	Start Date:	02/01/2008
Title:	RAPID Non-Federal Proposal Preparation Training for Di		
PI:	Office,Sponsored P		
Project ID:	SPOTRNG	Department:	Life Sciences
<b>General Information</b>			
Budget ID:	SPO EXAMPLE	Start Date:	02/01/2008
Description:			
Target Sponsor Budget:	250,000.00		
<b>Details</b>			
Period	*Start Date	*End Date	Target Sponsor Budget
1	02/01/2008	01/31/2009	125,000.00
2	02/01/2009	01/31/2010	

Add a new row at row 2 (Alt+7)

Non-Federal Overall Non-Fed Budget	Field and Instructions	Responsibility
<input type="text" value="2"/> <input type="text" value="02/01/2009"/> <input type="text" value="01/31/2010"/>	<p>“Period” 2 assumes that the second period (if the period of performance is longer than year) is one year. The period should match the second budget period if the Sponsor has requested budget periods and incremental funding.</p>	<p>Division</p> <p>OSPIP check to see if it matches the proposal budget periods.</p>
<input type="text" value="Target Sponsor Budget"/>	<p>“Target Sponsor Budget” matches the proposal budget period.</p>	<p>Division</p> <p>OSPIP check to see if it matches the proposal budget periods.</p>

Step	Action
5.	You continue to add budget periods and the associated budget until RAPID matches the detailed proposal budget.
6.	The sum of the Target Sponsor Budget on the Periods page must be equal to the sum of the total budget on the General Information Page. You will not be able to save the Page in RAPID unless this is true.
7.	Click the Save button.  . Click the <a href="#">Enter Detail Non-Fed Budget</a> link.

Non-Federal Proposals/Enter Detail Non-Fed Budget

Search for Record: Each of the Budget Periods defined in the "Overall Non-Fed Budget" must have a completed "Enter Budget Detail Page for each period. Each period has been setup budget as defined in the Overall Non-Fed Budget/Periods page.

Find an Existing Value

Business Unit: = LBNL 🔍

Proposal ID: begins with 000005502 🔍

Version ID: begins with PHG 🔍

Proposal Project ID: begins with SPOTRNG 🔍

Budget ID: begins with  🔍

Description: begins with

PI ID: begins with  🔍

Sponsor ID: begins with  🔍

Proposal Type: =  ▼

Proposal Status: =  ▼

Department: begins with  🔍

Case Sensitive

Search
Clear
[Basic Search](#)
[Save Search Criteria](#)

Search Results

View All

Business Unit	Proposal ID	Version ID	Proposal Project ID	Budget ID	Budget Period	Description	PI ID	Sponsor ID	Proposal Type	Proposal Status	Department	Short Title
<a href="#">LBNL</a>	<a href="#">000005502</a>	<a href="#">PHG</a>	<a href="#">SPOTRNG</a>	<a href="#">SPO EXAMPLE 1</a>		<a href="#">SPO Example TRAINING</a>	<a href="#">PM240</a>	<a href="#">New</a>	<a href="#">APPR B/DIV LS</a>		<a href="#">RAPID Nor</a>	
<a href="#">LBNL</a>	<a href="#">000005502</a>	<a href="#">PHG</a>	<a href="#">SPOTRNG</a>	<a href="#">SPO EXAMPLE 2</a>		<a href="#">SPO Example TRAINING</a>	<a href="#">PM240</a>	<a href="#">New</a>	<a href="#">APPR B/DIV LS</a>		<a href="#">RAPID Nor</a>	

Step	Action
8.	Click the on the Budget Period - 1 to be taken to the First Budget Period Navigational Page.



**Non-Federal Proposals/Enter Detail Non-Fed Budget**

Budget Item	Description
DIR	Total Direct Costs
FAC	FAC Charged
FACDHS	FAC Homeland Security Waiver
FACGOV	FAC State/Loc Gov Waiver Req
FACNIH	FAC NIH Waiver Request
FACNON	FAC NonProfit Waiver Request
FACOTR	FAC Other Waivers
FACSB	FAC Small Business Waiver Req
FACUNI	FAC High Education Waiver Req
LDRD	Lab Directed Res & Development
SUMM	Total of rest of the Burden

This Table represents the Look-up list behind the Budget Item (and Description) in RAPID and only contains the Non-Fed Proposal Budgets in RAPID.

The Detailed Budget Information is very important. It populates the forms for DOE approvals for both the Proposal and the FAC Waiver Request. OSPIP cannot submit a proposal without the Budget Detailed entered and matching the hardcopy proposal budget.

If you are uncertain if your Sponsor should have the Federal Administrative Charged Waived, please contact your OSPIP Contracts Officer. This information must be correct.

Non-Federal Proposals/Enter Detail Non-Fed Budget (continued)

**Enter Budget Detail**

Proposal: 000005502      Currency: USD  
 Version: PHG      Start Date: 02/01/2008      End Date: 01/31/2010  
 Title: RAPID Non-Federal Proposal Preparation  Modular?  
           Training for Di

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Project ID: SPOTRNG      Budget Period: 1      [Overall Cost Share](#)  
 Budget ID: SPO EXAMPLE      Start Date: 02/01/2008      End Date: 01/31/2009      [View FA Rate](#)  
 Plan Key ID      Target Sponsor Budget: 125,000.00

Details, CostShare, Justification									
Line #	Budget Item	Description	Details	Total Direct	Sponsor Direct	Cost Share	Institution Cost Share	Third Party Cost Share	
10	DIR	Total Direct Costs		100,000.00	100,000.00	<a href="#">Cost Share</a>			+ -
20	FAC	FAC Charged		3,750.00	3,750.00	<a href="#">Cost Share</a>			+ -
30	LDRD	Lab Directed Res & Devel		1,250.00	1,250.00	<a href="#">Cost Share</a>			+ -
40	SUMM	Total of rest of the Burden		20,000.00	20,000.00	<a href="#">Cost Share</a>			+ -

Sponsor Direct: 125,000.00      Sponsor F&A: 0.00      Total Sponsor Budget: 125,000.00  
 Institution Cost Share: 0.00      Institution Cost Share F&A: 0.00      Total Inst C/S Budget: 0.00  
 Third Party Cost Share: 0.00      Total TP C/S Budget: 0.00

---

Total Direct: 125,000.00      Total F&A: 0.00      Total Budget: 125,000.00

[Save](#)    [Return to Search](#)    [Previous in List](#)    [Next in List](#)    [Notify](#)

Step	Action
9.	The <b>Target Sponsor Budget</b> must equal the <b>Total Sponsor Budget</b> for each period for the detailed budget entry to be correct.
10.	Click on the "Next in List" button <a href="#">Next in List</a> until all the budget periods are completed for the proposal. This detail prints on the DOE Review and Approval Forms report from RAPID so it is important that it is correct and complete.
11.	If you wish, you can setup your <b>Detailed Budget Period</b> based on the first one by using the functionality of Copy Non-Fed Prop Bud Period. Please refer to <a href="#">RAPID Topic Copying the Proposal Budget Periods</a> .

## OSPIP Process for Proposal Review Factors

Review Factors capture the various administrative and programmatic reviews required by Federal, DOE, University and LBNL Policies for Office of Sponsored Projects and Industry Partnerships Proposals. . . Please provide the appropriate response or explanation as required for each review factor. The review factors are organized by which ones are required by Proposal/Award Category.

**The Principal Investigator is responsible to answer all Review Factors accurately. OSPIP will review DOE Review Factors, COI, IP Review Factors, Department of Homeland Security (NNP), and Background Intellectual Property. OSPIP will not review the NEPA/CEQA, Related B&R Codes, and Proposal Burdens.**

*You can access each type of Review Factor by clicking the Tab with its category. Each Review Factor requires a response on the Review Flag and further explanation may be required in the Review Factor Description as required. Required Review Factor Language is not be deleted in RAPID and is noted in bold in this document. LBNL guidance regarding the appropriate response is in Italics.*

The screenshot shows a web browser window titled "Non-Fed Prop Review Factors - Windows Internet Explorer". The address bar shows the URL: [https://fmstrn.lbl.gov/psp/fmstrn/EMPLOYEE/ERP/c/LBNL\\_GM\\_NON\\_FEDERAL.GM\\_PROPOSAL.GBL?PORTALPARAM\\_PT](https://fmstrn.lbl.gov/psp/fmstrn/EMPLOYEE/ERP/c/LBNL_GM_NON_FEDERAL.GM_PROPOSAL.GBL?PORTALPARAM_PT). The browser has several tabs open, including "Non-Fed Prop Review Factors". The page content includes a navigation menu with items like "Main Menu", "Grants", "Maintain WFO", "Non-Federal", "Non-Federal Proposals", and "Non-Fed Prop Review Factors". Below the navigation is a set of tabs for different review categories: "DOE Review FCTRS", "IP Review FCTRS", "COI Review FCTRS", "NNP Review FCTRS", "NEPA Review FCTRS", and "Related B".

Proposal ID: 000008720      Business Unit: LBNL  
Version ID: TESTRV    PI Name: Inada,Rick M  
Title: Test for Review Factors

**Scroll Area**      Find | View All      First 1-3 of 13 Last

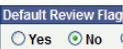
<p>Descr: DOE Uniqueness</p> <p>Yes/No</p> <p><input checked="" type="radio"/> Yes   <input type="radio"/> No</p>	<p>DOE Uniqueness: Proposed work requires LBNL's special expertise, unique capability, or unique facilities; private facilities are inadequate for performance of proposed work. Please</p>
<p>Descr: Work with/within DOE Mission</p> <p>Yes/No</p> <p><input checked="" type="radio"/> Yes   <input type="radio"/> No</p>	<p>Proposed Work is consistent with or complementary to mission of LBNL. [Only for Foreign Sponsors - Please provide the DOE HQ Program point of contact person's name, office,</p>
<p>Descr: No Adverse Impact</p> <p>Yes/No</p> <p><input checked="" type="radio"/> Yes   <input type="radio"/> No</p>	<p>Proposed work has been reviewed to ensure that there is no adverse impact on the execution of LBNL's assigned DOE Programs.</p>

DOE Review Factors

The U.S. Department of Energy has provided directives and guidance regarding the administration of sponsored research at a DOE National Lab. Included in this guidance is a series of areas which must be reviewed by DOE when approving a Work for Others proposals. Over the years, these have become known as "DOE Review Factors."

RAPID Code	Review Factor Title	Non Fed	Review Flag	Review Factor Description
02DOE	DOE Uniqueness	Yes	<input checked="" type="radio"/> Yes <input type="radio"/> No	<p>DOE Uniqueness: Proposed work requires LBNL's special expertise, unique capability, or unique facilities; private facilities are inadequate for performance of proposed work. Please provide explanation below.</p> <p><i>This information should be provided by PI and describes the unique research and environment at LBNL. Include unique resources such as transgenic animals, imaging equipment, and collaborations. Please leave the DOE required language</i></p> <p>The proposed work cannot be obtained through commercial means.</p> <p><i>The language above has been prefilled into RAPID. Please be careful not to accidentally delete it because it is required by DOE.</i></p>
03DOE	Work within DOE Mission	Yes	<input checked="" type="radio"/> Yes <input type="radio"/> No	<p>Proposed Work is consistent with or complementary to mission of LBNL.</p> <p>[Only for Foreign Sponsors - Please provide the DOE HQ Program point of contact person's name, office, email address and phone number. The DOE Site Office will notify this person of the proposal.]</p>
04DOE	No Adverse Impact	Yes	<input checked="" type="radio"/> Yes <input type="radio"/> No	<p>Proposed work has been reviewed to ensure that there is no adverse impact on the execution of LBNL's assigned DOE Programs.</p> <p><i>If you believe there will be an adverse impact, please contact your OSPIP CO for discussion and guidance for the response.</i></p>

RAPID Code	Review Factor <a href="#">Title</a>	Non Fed	Review Flag	Review Factor Description
05DOE	No Detrimental Future Burden	Yes	Default Review Flag <input checked="" type="radio"/> Yes <input type="radio"/> No	Proposed work has been reviewed to ensure that there is no aspect of the work that would create a detrimental future burden on DOE resources.  <i>If you believe there will be any detrimental future burden, please contact your OSPIP CO for discussion and guidance for the response.</i>
06DOE	Subcontracting Justification	Yes	Default Review Flag <input type="radio"/> Yes <input checked="" type="radio"/> No	Work includes subcontracting with an aggregate value greater than \$100,000 and/or exceeding 40% of total project costs. Explanation below indicates how LBNL is selecting the subcontractor(s), and describes how LBNL will still meet its unique capability requirement, given the high level of subcontracting. LBNL must be responsible for selecting the subcontractor(s). Explanation below:  <i>Describe LBNL's role as the lead organization in the research based on LBNL's leadership or uniqueness in the research area. For NIH or other sponsors requiring participation of multiple organizations in the research effort.</i>
07DOE	BAA	Yes	Default Review Flag <input type="radio"/> Yes <input checked="" type="radio"/> No	This proposal is in response as the offeror, team member, or subcontractor to an offeror to a Broad Agency Announcement, Financial Assistance solicitation, Program Research and Development Announcement, Request for Proposal (RFP) or similar solicitation from another Federal agency or non-Federal entity:  <i>Provide the complete title of the BAA or solicitation and the URL. Do not use Acronyms. Remember, the DOE Contracting Officer must be able to find the document and review it if they so choose For additional information, please consult <a href="#">OSPIP's Questions and Answers</a>.</i>
08DOE	Waiver	Yes	Default Review Flag <input type="radio"/> Yes <input checked="" type="radio"/> No	Waiver of Full Cost Recovery is being requested based on the DOE Full Cost Recovery policies including Federal Administrative Costs.  If you are uncertain if the Sponsor qualifies for a Waiver of Federal Administrative Cost, please consult you OSPIP CO. OSPIP CO will printout the Waiver Form from the data entered in RAPID. The form is incomplete if the Division prints it out.

RAPID Code	Review Factor Title	Non Fed	Review Flag	Review Factor Description
09DOE	Human/Animal Involvement	Yes		<p>Human and/or animal subjects are involved in the proposed work. Work will not begin until appropriate LBNL/UC approvals have been obtained. Please briefly describe the type of Human Subject or Animal Use that occur in the proposed research below:</p> <p><i>If human and/or animal research is described in the research, this factor should be flagged yes. The award cannot be signed and authorized until the copies of the appropriate institutional approvals have been received in writing from HARC.</i></p>
10DOE	Building Modification/Construction	Yes		<p>Project involves building modifications and/or construction anticipated to cost in excess of \$250,000. Provide the currently estimated cost of modifications/construction below:</p> <p><i>There are DOE Orders and LBNL procedures that must be adhered to and described if Building Modifications caused by research meet this threshold. Please consult you OSPIP CO for guidance.</i></p>
11DOE	Freedom CAR, Hydrogen Fuel, etc	Yes		<p>Description: Does this proposal relate to the FreedomCAR, Hydrogen Fuel and 21st Century Truck Initiatives and to the following:</p> <ul style="list-style-type: none"> <li>-hybrid vehicle technology, including but not limited to: batteries, electric motors, power, electronics and infrastructure for hybrid vehicles;</li> <li>-advanced combustion technology for vehicle applications;</li> <li>-electric vehicle and infrastructure technology;</li> <li>-hydrogen powered vehicle and fuel cell technology; and</li> <li>-hydrogen production, delivery, storage and infrastructure technologies.</li> </ul>
12DOE	IP Right Allocation	Yes		<p>This is a non-Federal Sponsor. (OSPIP will attach the Patent Exhibit to the DOE Approval Package)</p> <p>If this is a Nonfederal Sponsor, just click yes and your OSPIP CO will provide the necessary documentation to DOE for review and approvals.</p>

**Conflict of Interest Review Factors**

LBNL employees are expected to report activities that represent real or apparent conflicts of interest. The review factors below facture the Conflict of Interest areas for sponsored research. If you are uncertain if you have a conflict of interest or the proper forms to complete, please contact [LBNL Research and Integrity Office](#). A copy of all Conflict of Interest forms for a proposal must accompany the proposal when it is submitted to the Office of Sponsored Projects and Industry Partnerships. All original documents are forwarded to the LBNL Research and Integrity Office.

RAPID Code	Review Factor Title	Non Fed	Review Factor Description
4COI	Non-Federal 700U Exemption	Yes	Is this a non-Federal Sponsor exempt from State of California Conflict of Interest requirements? If No, complete the State of California Form 700U in accordance with RPM 10.01 - Conflict of Interest.
6COI	Subaward with Indirect NIH/NSF Funding	Yes	This is a subaward that is funded by NIH/NSF at the primary award level to our sponsor. The PI and Key Personnel complete the NIH/NSF Conflict of Interest forms in accordance with RPM10.01 - Conflict of Interest.

**Intellectual Property Review Factors Panel - Non Federal Sponsors only!**

Non-Federal sponsors will receive title to LBNL inventions under this project, unless one of the following applies. Provide Explanation for the “Yes” Answer. This complies with UC’s requirement to notify the Principal Investigator of the potential for the Sponsor to have rights in the invention. For more information, please use the [RAPID Topic: PI Worksheet for Determining Non-Federal Sponsor IP?](#) For additional questions regarding the potential patentability of your research, please contact the [LBNL Patent Group](#).

RAPID Code	Review Factor Title	Non Fed	Review Flag	Review Factor Description
2IP	Sponsor Declines	Yes	<input type="radio"/> Yes <input type="radio"/> No	<p>The Sponsor declines its right to title in LBNL inventions. Provide reason and reference correspondence below.</p> <p><i>Sponsor is not interested in obtaining title to inventions. For example, State agencies may have not interest in intellectual property ownership. LBNL can then propose to DOE that LBNL should retain title to the inventions under the project.</i></p>
3IP	Research Tools	Yes	<input type="radio"/> Yes <input type="radio"/> No	<p>Likely inventions would be research tool(s), which should be available to many organizations. Indicate research tools and why below:</p> <p><i>When the WFO Project involves the design, development, or production of a research tool and there is a DOE Program and public interest in having the tool available to many potential research and commercial organizations, LBNL can then propose to DOE that LBNL should retain title to the inventions under the project. Examples of research tools can include cell lines, monoclonal antibodies, reagents, animal models, growth factors, combinatorial chemistry libraries, drugs and drug targets, clones and cloning tools (such as PCR), methods, laboratory equipment and machines, databases and computer software</i></p>
4IP	Field of Use	Yes	<input type="radio"/> Yes <input type="radio"/> No	<p>A domestic Sponsor's interest to appropriately commercialize is in fewer fields of use than are realistically commercially feasible for the invention. Provide explanation below:</p> <p><i>If a potential subject invention, for example, a new battery technology has more than one field of use, such as use in automobiles, cellular phones, laptops, etc. and the Sponsor is not interested in commercializing all of the potential fields of use, LBNL can propose to DOE that LBNL retain title to the subject invention and that the Sponsor would receive a royalty-free exclusive license in the field(s) of use they are interested in commercializing.</i></p>

RAPID Code	Review Factor <a href="#">Title</a>	Non Fed	Review Flag	Review Factor Description
5IP	Federal Flow Thru	Yes	Default Review Flag <input type="radio"/> Yes <input type="radio"/> No	Sponsor's funding is from a Federal agency. Provide Agency below:  <i>When the Sponsor is receiving funding from a contract, grant, or other agreement from a Federal Agency and is utilizing those funds to subcontract work to LBNL then LBNL by law has the right to retain title to inventions by LBNL employees.</i>
6IP	UC	Yes	Default Review Flag <input type="radio"/> Yes <input type="radio"/> No	Sponsor is UC.  UC campuses and Office of the President have agreed that LBNL may retain title to inventions of its employees.
7IP	Special	Yes	Default Review Flag <input type="radio"/> Yes <input type="radio"/> No	There are special facts and it is not in the best interests of the United States. Provide explanation below:  This is a catch all if none of the above examples apply and LBNL still wants to propose to DOE that the transfer of technology to the U.S. domestic economy will benefit from LBNL retaining title to inventions by its employees.
9IP	Foreign Sponsor	Yes	Default Review Flag <input type="radio"/> Yes <input type="radio"/> No	Sponsor is a Foreign Entity  <i>If the Sponsor is a foreign entity, check this review factor. All sponsors that have sponsor codes that start with X, Y, or Z are foreign sponsors.</i>

\* IP Review Factor 8IP- Background IP Explanation Inactivated on 2/10/2009. New IP Review Factor 9IP -Sponsor is Foreign Entity Added on 2/10/2009. With these changes the "Allocation of Patent Rights Under Non-Federal Work for Others" (Exhibit F) will print from RAPID for OSPIP Contracts Officers. Exhibit F has not been printed from RAPID from 5/08 to 2/20/2009.

**LBNL’s Office of Homeland Security (Nuclear Non Proliferation) Review Factors**

It is the policy of the Laboratory Director's Office that all proposals involving homeland security, proliferation detection, counter terrorism and intelligence activity to any DOE and non-DOE sponsor be reviewed and approved by [LBNL's Office of Homeland Security](#) to ensure that the work is consistent with the institutional expertise and within the mission of the laboratory.

One or more "Yes" responses to any of the following questions means this policy applies to this proposed activity. The review factor for Proliferation Detection is also used to determine the disposition of the DOE Fund Type for DOD Defense activities. Contact Dr. Rob Johnson, Program Manager if you are unsure if your research should be reviewed. Dr. Johnson has to sign off on the SPPF prior to OSPIP Review. The proposal budget must include the burden associated with the above review.

RAPID Code	Review Factor Title	Non Fed	Review Flag	Review Factor Description
2NNA	Mass Destruction	Yes	Default Review Flag <input type="radio"/> Yes <input type="radio"/> No	Is this activity related in any manner to weapons of mass destruction, including but not limited to chemical biological or nuclear weapons research or production?
3NNA	Threat Analyses	Yes	Default Review Flag <input type="radio"/> Yes <input type="radio"/> No	Is this activity related in any manner to threat analysis or detection or to technologies to analyze and mitigate threats? (Nuclear/Radiological, Biological, Chemical, unexploded ordinance (UXO), mines and mine detection, and the like?)
4NNA	Other NNA Work	Yes	Default Review Flag <input type="radio"/> Yes <input type="radio"/> No	Is this activity related in any manner to homeland security, counter-terrorism, or intelligence related work?
5NNA	Proliferation Detection	Yes	Default Review Flag <input type="radio"/> Yes <input type="radio"/> No	Is this activity related in any manner to proliferation detection? (If this question is answered yes and is a DOD Sponsor, then OSPIP CO's will enter Award Type F9 in RAPID)

NEPA/CEQA Program

Berkeley Lab is subject to the NEPA and CEQA decision-making authority of, respectively, the U.S. Department of Energy and the UC Regents. These agencies review all Berkeley Lab construction, maintenance, planning, and research programs pursuant to NEPA and CEQA. The Berkeley Lab NEPA/CEQA Program provides information to DOE and the UC Regents so that they can determine whether proposed actions would have a significant effect on the environment. Principal Investigators and project managers who apply for funding, resources or permission to conduct research at LBNL must include a signed and completed NEPA/CEQA Review Form with their application materials to the [NEPA/CEQA Program Office](#).

RAPID Code	Review Factor Title	Non Fed	Review Flag	Review Factor Description
2NEPA/	Location	Yes	Default Review Flag <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Uncertain	1. Identify LBNL, UCB, DOE facility and any other off-site locations where work will be performed:
3NEPA/CEQA	LBNL Modification	Yes	Default Review Flag <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Uncertain	2. For LBNL locations: Does the project involve room or building modifications
4NEPA/CEQA	Pre-exist Hazardous Waste	Yes	Default Review Flag <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Uncertain	3. Would the project disturb hazardous substances or contaminants that pre-exist in the environment, such that there would be a release not covered by agency permits?
5NEPA/CEQA	Off Site	Yes	Default Review Flag <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Uncertain	4. For work at non-DOE locations only: Would the project disturb any of the following environmentally sensitive resources? * Property (e.g., sites, buildings structures, objects) of historic, archeological significance designated by Federal, state or local governments or property eligible for listing on the National Register of Historic places; * Federally-listed threatened or endangered species or their habitat, Federally-proposed or candidate endangered species or their habitat; or state-listed endangered or threatened species or their habitat; * Wetlands regulated under the Clean Water Act and floodplains; * Federally and state-designated wilderness areas, national parks, national natural landmarks, wild and scenic rivers, state and Federal wildlife refuges, and marine sanctuaries; * Prime agricultural lands; * Special sources of water, such as sole-source aquifers, wellhead protection areas, or other water sources vital to the region; * Tundra, coral reefs, or rain forests.
6NEPA/CEQA	New Hazardous Waste	Yes	Default Review Flag <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Uncertain	5. Would the project result in hazardous emissions, wastes, or effluents outside permit limits?
7NEPA/CEQA	Safety Documentation	Yes	Default Review Flag <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Uncertain	6. Is new or additional safety documentation needed for the work?

**DOE Review Factors - Related Budget and Reporting Codes**

DOE requires that all proposals be related to a direct-funded DOE project. That linkage is made by using the OCFO/Budget Office Table of Budget and Reporting Classifications. Please choose that appropriate funded B&R Code. You may choose as many as is appropriate. This information will be printed out as a DOE Review Factor on both the SPPFs and the DOE Review and Approval Forms. The RAPID Page is different for this Review Factor. Be sure to tab out of the data field so the description appears beside the B&R Classification. It will not print unless you do. If the B&R Classification is not in the OCFO/Budget Office Table or if the Description is wrong, please contact the OCFO/Budget Office DOE Direct Funding Analyst so the table can be updated. It must be updated prior to the submission of the proposal to OSPIP.

DOE Review FCTRS	IP Review FCTRS	COI Review FCTRS	NNP Review FCTRS	NEPA Review FCTRS	Related BNRs
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Proposal ID: 000005697                      Version ID: P310800

**Scroll Area** Find | View All    First 1 of 1 Last

**B +R Classification:**

BT0101000  Research and Development + -

Save	Return to Search	Notify	Previous tab	Next tab
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### Proposal Burdens

Proposal Burdens are not DOE Review Factors but have been placed here for Division data in put. OSPIP Contracts Officers will not check the burdens at the time of proposal submission. This is the responsibility of the division. Please follow [the OCFO/Budget Office](#) guidance regarding the appropriate burdens to assign to Sponsored Project Office proposal budgets. This guidance is known as the [WFO Burden Matrix](#). If you have questions regarding how to assign burdens to a proposal budget, please contact the Budget Office.

If the proposal is favored with an award, then the OSPIP Contracts Officer will ask you to update and validate the Burdens prior to the Award being generated. If the burdens are incorrect after the award has been generated and the project setup, only the Budget Office/WFO Analyst can make corrections.

The screenshot shows the 'Proposal Burdens' section of the RAPID system. At the top, there are navigation tabs: 'COI Review FCTRS', 'NNP Review FCTRS', 'NEPA Review FCTRS', 'Related BNRs', 'Proposal Burdens', and 'Bckgd/Proptrty IP'. Below the tabs, the following information is displayed:

- Proposal ID: 000005697
- Business Unit: LBNL
- PI Name: Haves, Philip
- Version ID: P310800

The main area is titled 'Scroll Area' and contains the following details:

- Title: Technology Demonstrations at UC Merced
- Eff Date: 12/22/2008
- Model Proposal ID: [Searchable field]
- Copy Burdens button

Below this is another 'Scroll Area' containing a table of burdens:

Burden	Description	Rate	Status	Type
BT1	Building Tech Recharge	0.080000	A	INST
EBY	eBuy Procurement Rate	0.037000	A	INST
GR1	General Rate	0.510000	A	INST
IGP	Institutional General Plant	0.011500	A	INST
IUP	Intra-University Purchase	0.043000	A	INST
IUR	Intra-University Purch-R&D	0.043000	A	INST

Note: ORG type burdens are listed for exclusion, INST type burdens are listed for inclusion.

#### Entering Burdens:

Following Budget Office Guidance, you can enter as many burdens as required by adding rows and selecting burdens from the Burden Look-up Table.

If you have a proposal entered in to RAPID that has the correct burdens for this new proposal you are working on, you may enter the Proposal ID in under "Model Proposal ID" and click on the button "Copy Burdens". The burdens will copy over and appear in the "Scroll Area".

### Background Intellectual Property Review Factors

The [DOE/LBNL Contract](#) provides the United States government with certain rights in inventions made by Laboratory employees or guests at the Laboratory, or by anyone using Laboratory facilities or Lab resources. To protect the government interest, the contract requires that Berkeley Lab report all inventions made under the contract to DOE patent counsel and that all information produced at the Laboratory be cleared for possible inventions before publication. For questions regarding background intellectual property contained in a proposal, please review OSPIP Process Guide on Background Intellectual Property in sponsored research proposals and/or contact the [Technology Transfer Office](#) before you submit your proposal to OSPIP.

RAPID Code	Review Factor Title	Non Fed	Review Flag	Review Factor Description
BIP01	Confidential Info in Proposal	Yes	<input type="radio"/> Yes <input type="radio"/> No	<p>Is there "proprietary information", e.g. data or information from an LBNL invention disclosure statement(s), third party trade secrets, commercial or financial information which is privileged or confidential which is/was developed at private expense outside the Work for Others proposal? NOTE: if you believe this proposal contains proprietary information or ideas or involves patentable subject matter, LBNL will ask the sponsor(s) to review the proposal with appropriate confidential treatment. Please identify the proposal page numbers which contain such information. The description of the issues is below:</p> <p>(*Third Party means private industry, non-profit organization, or other governmental entity. Until 11/15/2008, this review factor was answered on the hardcopy SPPF and not in RAPID)</p>
BIP02	Bckgrnd Intellectual Property	Yes	<input type="radio"/> Yes <input type="radio"/> No	<p>Does this proposal have background intellectual property? If yes, please provide the LBNL Disclosure or Patent Number(s) below?</p>
BIP03	Does Sponsor Want a License?	Yes	<input type="radio"/> Yes <input type="radio"/> No	<p>If there is background intellectual property, does the sponsor want a license?</p>

Blank Space = Review Factor Not Required

## Submitting a Proposal to OSPIP for Proposal Approval

After entering the proposal information, you can enter the mailing address and the type of submission. You use the **Approvals** page to double check to make sure the approval officials are correct for the proposal. You use the **Submission** page to set up the proper parameters for submitting your proposal. The Contacts page is required for both proposal contacts and advance invoice contacts.

Step	Action
20.	To complete the submission information in RAPID, begin by navigating to the <b>“Submit Non-Federal Proposal”</b> on the <b>Non-Federal Proposals Menu Page</b> or Main Menu.

**Menu**

- Non-Federal Proposals
  - Maintain Non-Federal Proposals
  - Enter Overall Non-Fed Budget
  - Enter Detail Non-Fed Budget
  - Non-Fed Prop Review Factors
  - Submit Non-Federal Proposal**
  - WFO SPPF Form
  - NIH Subaward SPPF Form
  - Non-Federal NEPA/CEQA Form
  - Non-Federal SPO Forms
  - Create Non-Fed Continuation
  - Copy Non-Federal Proposal
  - Copy Non-Fed Prop Bud Period
  - Negotiate Non-Federal Award
  - Review Non-Fed Prop Audit Logs

**Submit Non-Federal Proposal**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

Business Unit: = [v] LBNL [magnifying glass]

Proposal ID: begins with [v] 000005502 [magnifying glass]

Version ID: begins with [v] [magnifying glass]

Proposal Project: begins with [v] [magnifying glass]

EmplID: begins with [v] [magnifying glass]

Sponsor ID: begins with [v] [magnifying glass]

Proposal Type: = [v] [dropdown]

Proposal Status: = [v] [dropdown]

Department: begins with [v] [magnifying glass]

Award Category: begins with [v] [magnifying glass]

**Search** **Clear** [Basic Search](#) [Save Search Criteria](#)

Step	Action
2.	If you are working in the a proposal, your current proposal will appear in the search values. If you are entering into the <b>Submit Non-Federal Proposal</b> Navigation Page, you will need to enter in the <b>Proposal ID</b> or other search values to locate your work.
3.	Click the <b>Search</b> button.  . The <b>Approvals</b> page appears.

Submit Non-Federal Proposal/Approval Page

The Approvals page captures information about the officials who will receive and approve the proposal. You can update the Proposal Status to **Approved by Division** and assure that the **Approving Officials** are correct before the proposal is submitted for review by OSPIP.

Non-Federal Proposal Header Field	Field and Instructions	Responsibility
	The "Proposal Status" must be updated <b>Approved by Division</b> .	Division to assure status is correct.
	Do not check the "Submit for Approval" box. This was created for a potential workflow program that was not used.	Division does <u>not</u> flag box.
	The "P.I. Review" will be filled automatically from the PI information from the Proposal Header. If the PI changes, change here, on the Proposal Header and Resources Pages.	Division is responsible for the accuracy of the PI.  <b>OSPIP will check against proposal package.</b>

Submit Non-Federal Proposal/Approval Page (continued)

<b>Approvals</b>	Submission	Contact	LBNL Prop Dist	Proposal Burdens	
Proposal ID:	000005502	Business Unit:	LBNL	PI Name:	Office,Sponsored P
Version ID:	PHG				
Title:	RAPID Non-Federal Proposal Preparation Training for Di				
*Proposal Status:	Draft <input type="button" value="v"/>				
<b>Proposal Submission Official</b> <span style="float:right">Find   View All First 1 of 1 Last</span>					
Sequence:	1	Event Date:	10/20/2008		
Submit for Approval	<input type="checkbox"/>				
P.I. Review:	TRAINING <input type="button" value="m"/>	Office,Sponsored P	Approved	<input type="checkbox"/>	
Div Director Review:	327751 <input type="button" value="m"/>	Gray,Joe W	Approved	<input type="checkbox"/>	
Institutional Review:	000686 <input type="button" value="m"/>	Greene,Stacy L	Approved	<input type="checkbox"/>	
<input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <input type="button" value="Previous tab"/> <input type="button" value="Next tab"/>					

Non-Federal Proposal Header Field	Field and Instructions	Responsibility
<div style="border: 1px solid black; padding: 5px;">                     Div Director Review: 327751 <input type="button" value="m"/> Gray,Joe W                 </div>	The "Div Director Review" is prefilled from the Proposal Project page. If the Division approver has changed, please change here and on the Proposal Project page.	Division  OSPIP will check against signature on SPPF.
<div style="border: 1px solid black; padding: 5px;">                     Institutional Review: 000686 <input type="button" value="m"/> Greene,Stacy L                 </div>	The "Institutional Review" is the OSPIP Contracts Officer who will review and approve this proposal. There are multiple institutional reviewers for each Division, so please make sure you select the correct OSPIP Contracts Officer.  This data field also sets up the Grants Adm in the RAPID Award. This drives automated system Emails for AR Review, E-Notifications, etc.	Division is expected to note the correct OSPIP CO  OSPIP CO will make final check as they indicate their own approval.

Submit Non-Federal Proposal/Submission

Approvals	<b>Submission</b>	Contact	LBNL Prop Dist	Proposal Burdens	
Proposal ID:	000005502	Business Unit:	LBNL	PI Name:	Office,Sponsored P
Version ID:	PHG				
Title:	RAPID Non-Federal Proposal Preparation Training for Di				
Received From Division:	<input type="text"/>	Date Sent To Sponsor:	<input type="text"/>		
Transmission Code:	<input type="text"/>				
Sponsor Proposal ID:	<input type="text"/>				
*Submit Status:	Not Submitted	Received:	<input type="text"/>		
Sponsor:	META SYSTEMS INC.				
Location:	<input type="text"/>				
Mailing Instructions:	<input type="text"/>				

Non-Federal Proposal Header Field	Field and Instructions	Responsibility
<p><b>Transmission Code:</b> <input type="text"/></p> <p><b><u>Proposal Transmission Code and Translate Values:</u></b>                      BE = USPS &amp; Email                      BM = USPS                      CF = Express Mail                      DA = Sponsor Online System                      EL = Email Only                      FX = By Fax                      GG = Grants.gov</p>	<p>Complete the "Transmission Code" to indicate how the needs to be submitted.</p> <p>The OSPIP CO will follow your instructions.</p>	<p>Division</p>
<p><b>Mailing Instructions:</b> <input type="text"/></p>	<p>The Mailing Instructions provides a description field to provide any additional information for the OSPIP CO regarding the handling of the proposals. DO NOT Enter Proposal Mailing Address, etc. This information is entered in the new Contact's Tab.</p>	<p>Division</p> <p>If the Division doesn't provide correct information, the proposal will be incorrectly submitted.</p>

Submit Non-Federal Proposal/Contacts

The Contact page captures the essential information for proposal submission and management. Required Contact information for proposal submission has an "\*" next to the field. If you plan to re-use the Contact information for multiple proposals, please consult [RAPID Topic: How Do I Set Up Contacts for Multiple Use.](#)

**\*If you are submitting via a Sponsor Provided Online System and there is no Contact information provided in the proposal application instructions, then do not complete this page and put all information in the Mailing Instructions.**

Non-Federal Proposal Header Field	Field and Instructions	Responsibility
	<p>Select at least one "*"Contact Role" for each proposal from the Contact Role Table. The Division chooses one or more of the following "roles": ADMIN, PI, or PROGRAM.</p> <p>The other roles are for the use of the OSPIP Contracts Officers.</p>	Division
<input type="checkbox"/> Mailing Address	<p>Flag the Contact that will receive the proposal as the "Mailing Address". There can only be one.</p>	Division

Step	Action
4.	You have successfully entered all the information for a Non-Federal proposal. You can print Proposal Forms such as the Sponsored Projects Proposal Form and the NEPA/CEQA Forms for the OSPIP Proposal Package. See NFWFO Printing Forms for more information

## Printing Non Federal Forms for the OSPIP Proposal Package:

The data from RAPID Proposal pages are used to complete data the Sponsored Projects Proposal Form (SPPF) and the NEPA/CEQA Form. These two forms are required for all Non Federal Work for Other proposal packages submitted to the OSPIP Contracts Officer. The information must be complete and signed as indicated by the Principal Investigator and the Division Director (or designee).

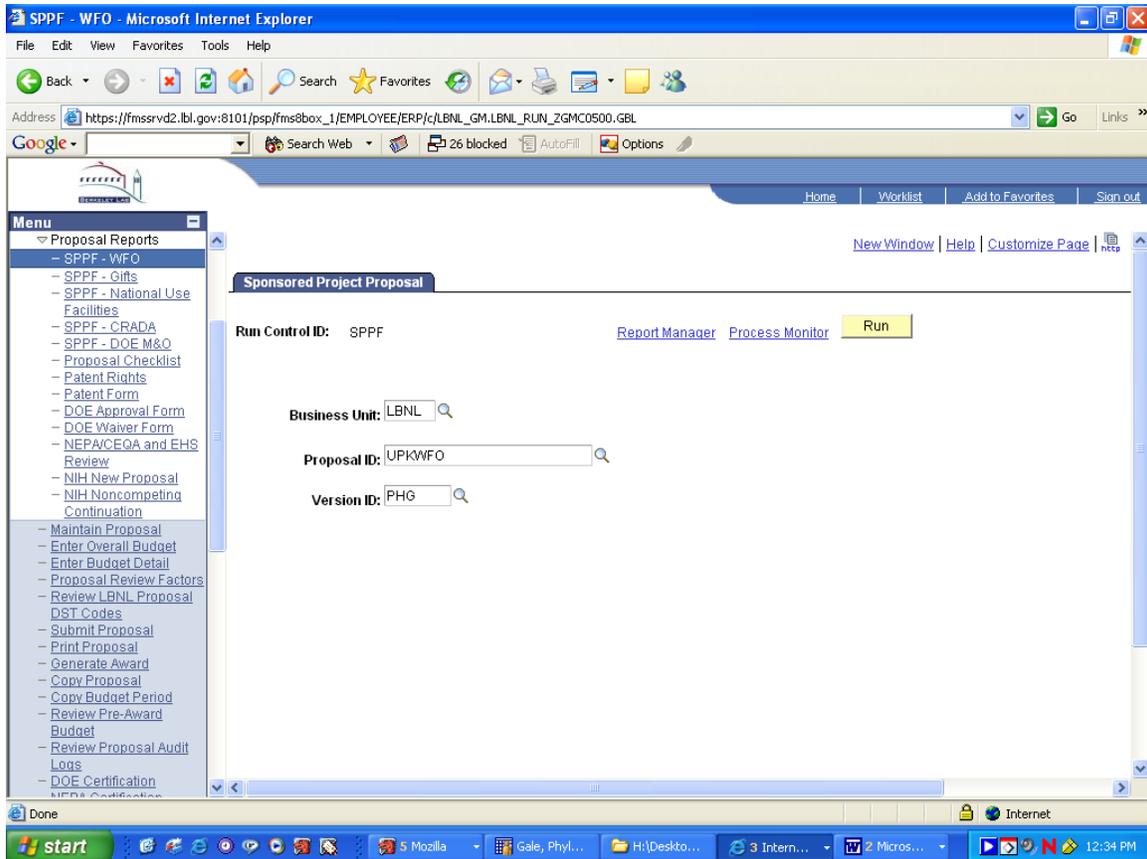
### Choosing the Correct SPPF and Printing

There are two types of SPPFs for Non Federal Work for Others: WFO SPPF and the NIH Subaward SPPF. If your proposal is funded in any way by the National Institutes of Health, you must use the NIH Subaward SPPF. There additional NIH Assurances that must be read and signed by the Principal Investigator.

**If the proposal is an NIH subaward (this includes funding through SBIR and STTRs) and you have submitted the wrong SPPF, the OSPIP CO will request that you print the correct SPPF, have it signed and resubmitted to OSPIP. NIH requires us to maintain PI Assurances for audit purposes.**

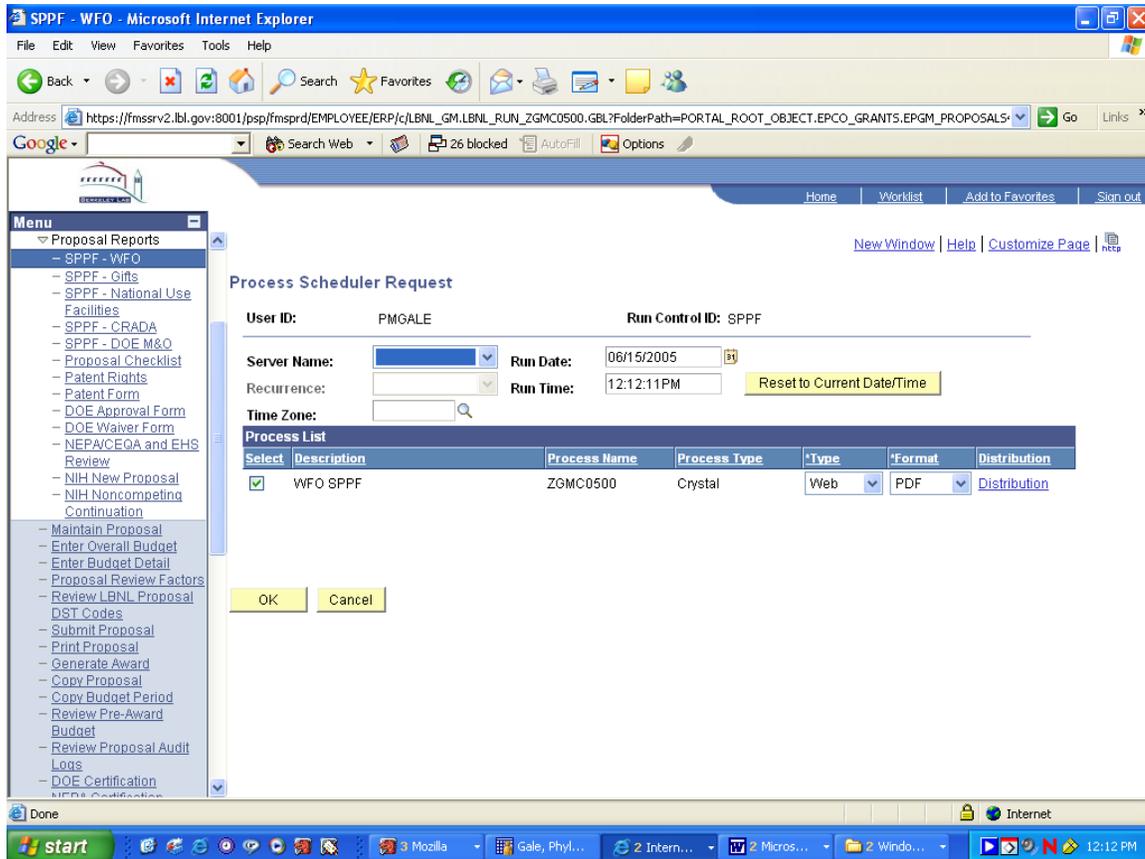
Step	Action
1.	Begin by navigating to the Non-Federal Proposals Click on <b>WFO SPPF</b> or <b>NIH Subawad SPPF</b>
2.	Enter your RAPID <b>Run Control ID</b> . If can be your userid some other unique ID. Do not use " <b>SPPF</b> " is used. Using commons names confuses the printer.  If you do not have a <b>Run Control ID</b> , please add one.
3.	The <b>Run Control Page</b> then appears.

Run Control Page



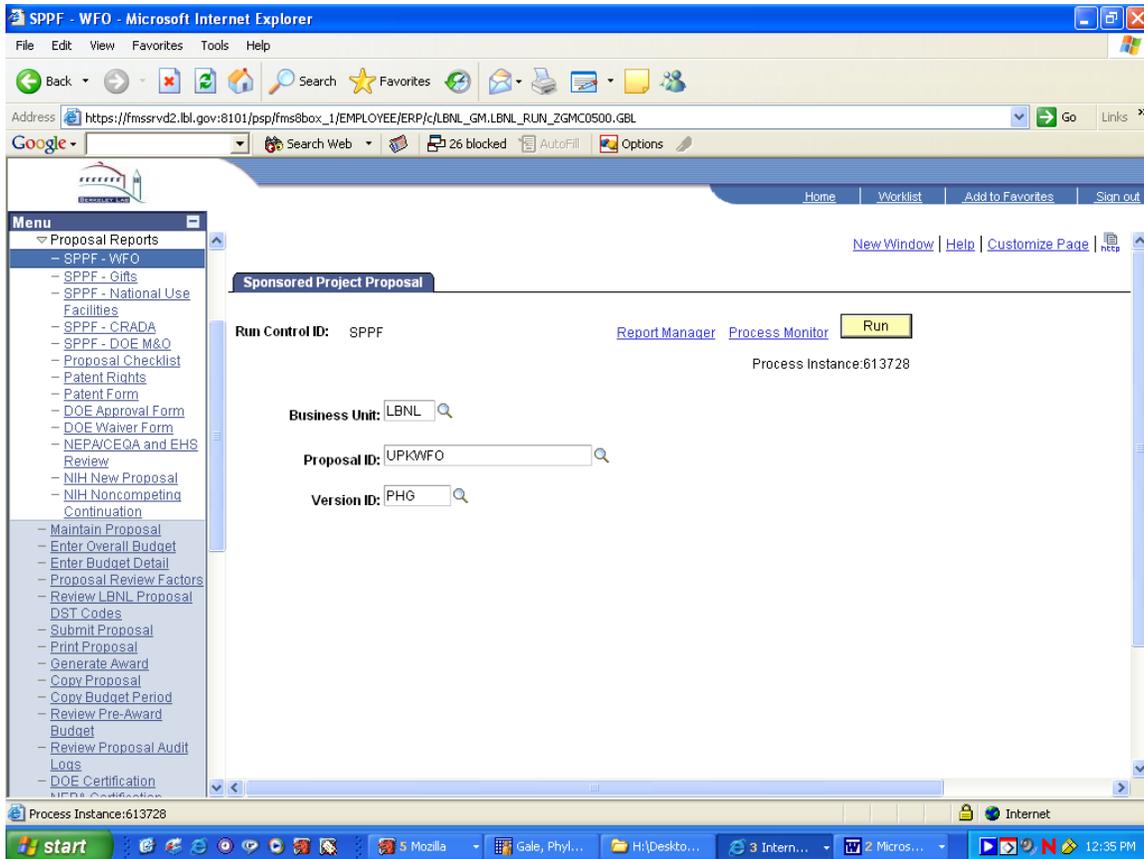
Step	Action
4.	Enter in "LBNL" into Business Unit.
5.	Enter Proposal ID.
6.	Enter Version ID. You can click on the Look up Icon and it will give you all the versions associated with this proposal.
7.	Click on Run in upper right hand corner.
8.	The Process Scheduler appears.

Process Scheduler Request



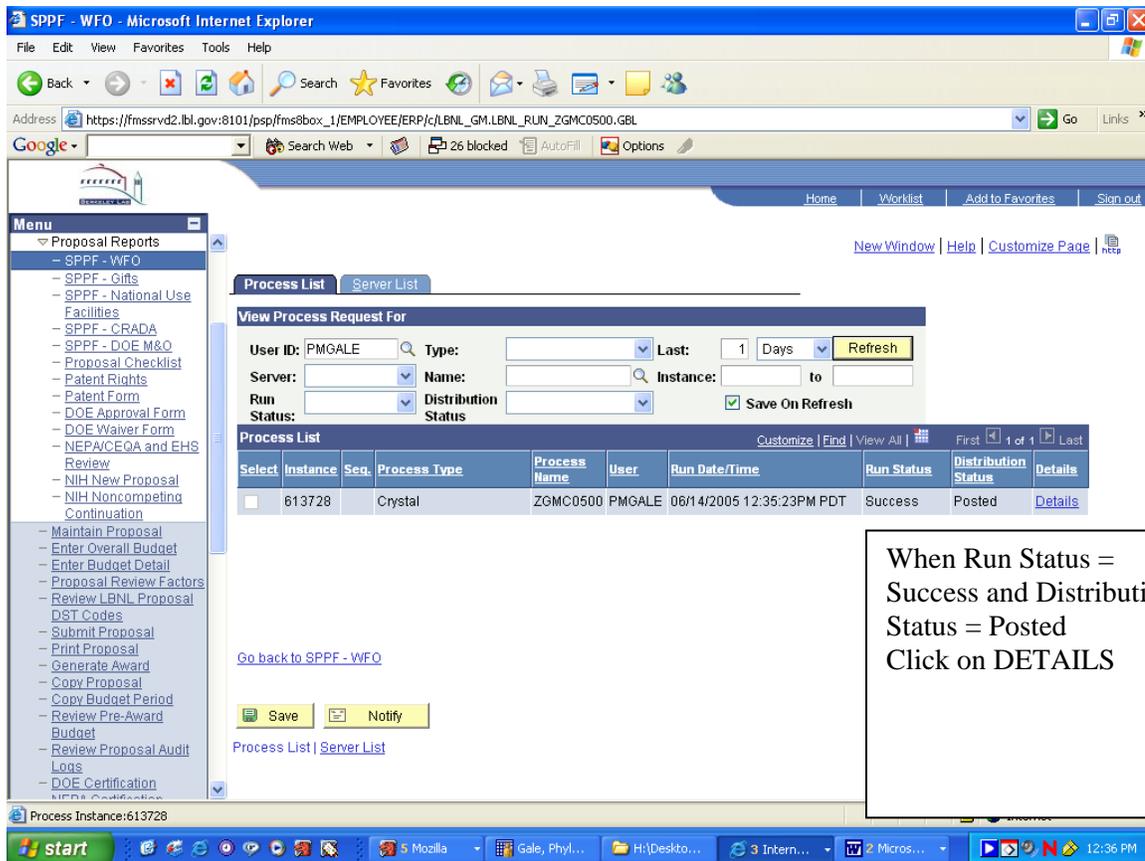
Step	Action
9.	Make sure the <b>Server Name</b> is "blank". If a <b>Server Name</b> does appear, please choose blank from the drop down list.
10.	Click OK and the <b>Run Control Page</b> reappears.

Run Control Page



Step	Action
11.	The <b>Run Control Page</b> Reappears
12.	Click the <b>Process Monitor</b> link.
13.	The <b>Process Monitor</b> page appears.

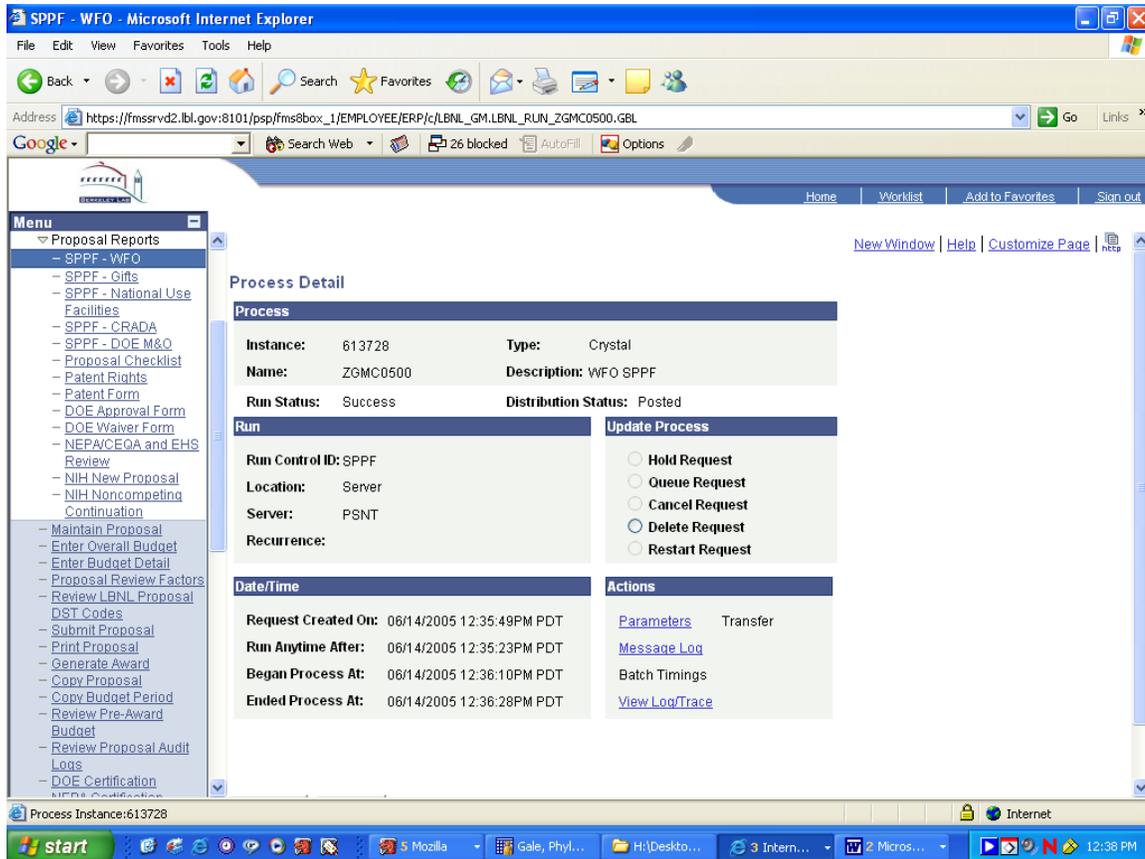
Process Monitor Page



When Run Status =  
Success and Distribution  
Status = Posted  
Click on DETAILS

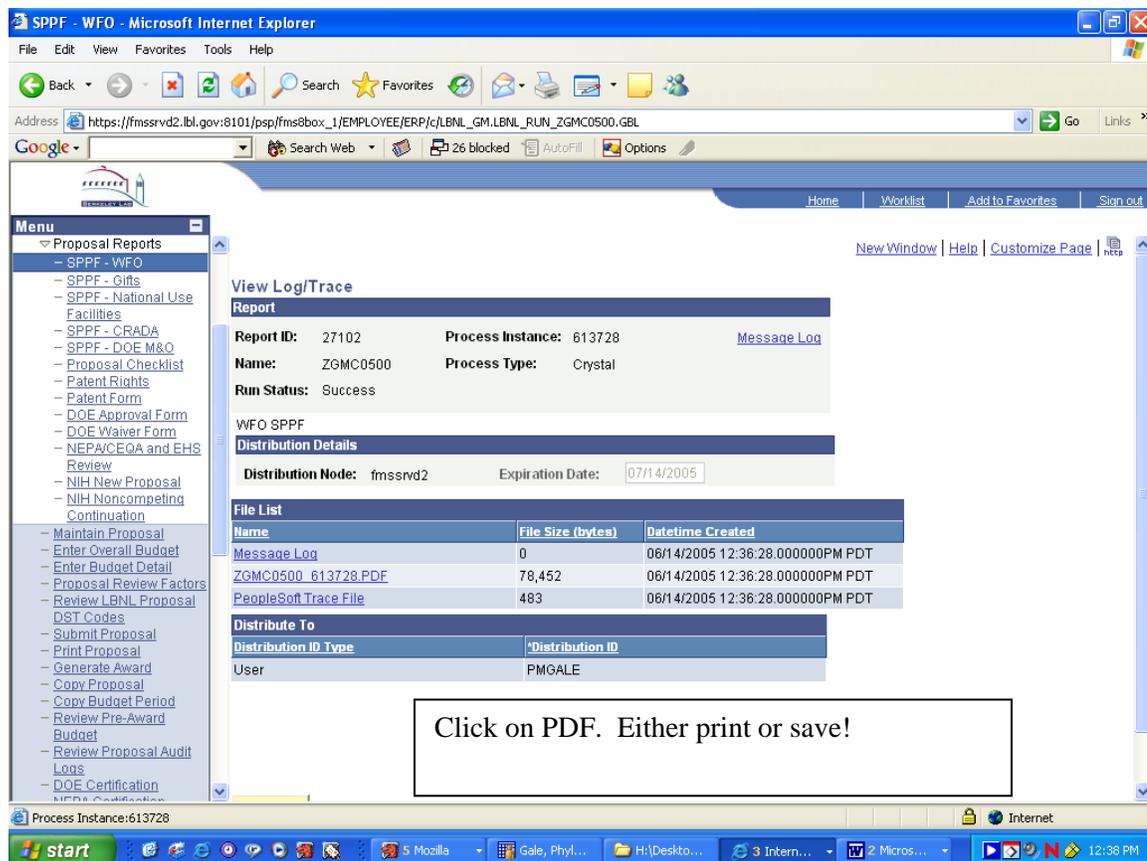
Step	Action
14.	Your Crystal Report is now on the Process List. Please leave the View Process Request for fields just as they appear! The system is programmed to point your report quest to the next server ready to process your request!  The <b>Run Status</b> begins with "Queued", progresses to "Initiating" and "Processing" and completes with "Success". When the <b>Distribution Status</b> is "Posted", Click on <b>Details</b> .
15.	You may click the <b>Refresh</b> button to update and track the <b>Run Status</b>
16.	The <b>Process Detail</b> page appears.

Process Detail Page



Step	Action
17.	Click on the <a href="#">View Log/Trace</a> link under <b>Actions</b> .
18.	The <a href="#">View Log/Trace</a> page appears

View Log/Trace Page



Step	Action
19.	Select from the <b>File List</b> the file with the <b>.pdf extension</b> . In this example it is ZMGC0500 613728.PDF.
20.	Click on your selection and the PDF of the request appear will appear on your screen.
21.	Your report can now be printed and/or saved using the appropriate icons in the PDF document.

**LBL Sponsored Project Proposal Form: Work for Others (WFO)-Non-Federal  
(New, Amendment) - Excludes NIH Subawards**

---

**I. General Information**

Proposal No.

Version:

Division:

Award No.:

Deadline:

Type of Proposal:

Project Title:

Proposed Period

PI Name:

CO-PI(s)/Mentor:

Sponsor Name:

Work Scope:

Type of Research:

Transmission Code:

Mailing Instructions:

Mailing Contact/Addr.:

Name:

Address 1:

Address 2:

Address 3:

City, State, Zip:

Phone:

FAX:

Email:

Estimated Advance Amount        \$

Total Estimated Budget:        \$

Related Proposal No.        Version

Primary Funding Agency:

**II. DOE Review Factors**

The DOE Work for Others Order 481.1C requires DOE review of certain aspects of each proposal as part of their approval process. Check the appropriate box and provide explanations as requested.

Yes No

- DOE Uniqueness: Proposed work requires LBNL's special expertise, unique capability, or unique facilities; private facilities are inadequate for performance of proposed work. Please provide explanation below.
- The proposed work cannot be obtained through commercial means.
- Proposed work is consistent with or complementary to mission of LBNL. Explain and cite related B&R codes below.
- Proposed work has been reviewed to ensure that there is no adverse impact on the execution of LBNL's assigned DOE Programs.
- Proposed work has been reviewed to ensure that there is no aspect of the work that would create a detrimental future burden on DOE resources.
- Work includes subcontracting with an aggregate value greater than \$100,000 and/or exceeding 40% of total project costs. Explanation below indicates how LBNL is selecting the subcontractor(s), and describes how LBNL will still meet its unique capability requirement, given the high level of subcontracting. LBNL must be responsible for selecting the subcontractor(s). Explanation below:
- This proposal is in response to a Broad Agency Announcement (BAA) or any non-Federal sponsor solicitation. Provide reference to solicitation below (and in additional information under proposal profile):
- Waiver of Full Cost Recovery is being requested. A completed DOE Exception to Full Cost Recovery form is attached.
- Human and/or animal subjects are involved in the proposed work. Work will not begin until appropriate LBNL/UC approvals have been obtained. Please briefly describe the type of Human Subject or Animal Use that occur in the proposed research below:
- Project involves building modifications and/or construction anticipated to cost in excess of \$250,000. Provide the currently estimated cost of modifications/construction below:
- Does this proposal relate to the FreedomCAR, Hydrogen Fuel and 21st Century Truck Initiatives and to the following:
  - hybrid vehicle technology, including but not limited to: batteries, electric motors, power, electronics and infrastructure for hybrid vehicles;
  - advanced combustion technology for vehicle applications;
  - electric vehicle and infrastructure technology;
  - hydrogen powered vehicle and fuel cell technology; and
  - hydrogen production, delivery, storage and infrastructure technologies.
- This is a Non-Federal Sponsor. (OSPIP will attach the Non-Federal IP Exhibit to the DOE Approval Package)
- Does this proposal have background intellectual property? If yes, please provide the LBNL Disclosure or Patent Number(s) below?**

Do Not Complete. Data from Related DOE (Program) B&R Page will print here.



This is a new DOE Review Factor that is required by Contract 31. In the SPPF, it will print twice: 1) once under the DOE Review Factors here; and 2) again under Proprietary Information.

**III. Homeland Security, Proliferation Detection, Counter-Terrorism, or Intelligence Activity**

It is the policy of the Laboratory Director's Office that all proposals involving homeland security, proliferation detection, counter terrorism and intelligence activity to any DOE and non-DOE sponsor be reviewed and approved by LBNL's Office of Homeland Security to ensure that the work is consistent with the institutional expertise and within the mission of the laboratory. One or more "Yes" responses to any of the following questions means this policy applies to this proposed activity and the signature of the LBNL Program Manager for Homeland Security is required on the SPPF:

- | Yes                      | No                       |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Is this activity related in any manner to weapons of mass destruction, including but not limited to chemical biological or nuclear weapons research or production?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Is this activity related in any manner to threat analysis or detection or to technologies to analyze and mitigate threats? (Nuclear/Radiological, Biological, Chemical, unexploded ordinance (UXO), mines and mine detection, and the like?) |
| <input type="checkbox"/> | <input type="checkbox"/> | Is this activity related in any manner to homeland security, counter-terrorism, or intelligence related work?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Is this activity related in any manner to proliferation detection? <i>(If this question is answered yes and it is a DOD Sponsor, then OSPIP CO's will enter Award Type F9 in RAPID)</i>  |

**IV. Intellectual Property (Only Required for Non-Federal WFO)**

Non-Federal sponsors will receive title to LBNL inventions under this project, unless one of the following applies. Provide Explanation for the "Yes" Answer. This complies with UC's requirement to notify the Principal Investigator of the potential for the Sponsor to have rights in the invention.

- | Yes                      | No                       |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | The Sponsor declines its right to title in LBNL inventions. Provide reason and reference correspondence below.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Likely inventions would be research tool(s), which should be available to many organizations. Indicate research tools and why below:  |
| <input type="checkbox"/> | <input type="checkbox"/> | A domestic Sponsor's interest to appropriately commercialize is in fewer fields of use than are realistically commercially feasible for the invention. Provide explanation below:                       |
| <input type="checkbox"/> | <input type="checkbox"/> | Sponsor's funding is from a Federal agency. Provide Agency below:   |
| <input type="checkbox"/> | <input type="checkbox"/> | Sponsor is UC.  |
| <input type="checkbox"/> | <input type="checkbox"/> | There are special facts and it is not in the best interests of the United States. Provide explanation below:  |
| <input type="checkbox"/> | <input type="checkbox"/> | Is there LBNL background intellectual property (IP) that may be used in the proposed project? Are there any other issues that need to be considered in allocating IP rights? Provide explanation below. |

**V. Conflicts of Interest**

LBNL is bound by a variety of Conflict of Interest policies, some of which emanate from the U.S. DOE from contractual requirements and some which are founded on University policies, State of California law, and Federal Regulations.

- |                          |                          |  |
|--------------------------|--------------------------|--|
| Yes                      | No                       |  |
| <input type="checkbox"/> | <input type="checkbox"/> | Is this a non-Federal Sponsor exempt from State of California Conflict of Interest requirements? If No, complete the State of California Form 700U in accordance with RPM 10.01 - Conflict of Interest.              |
| <input type="checkbox"/> | <input type="checkbox"/> | This is a subaward that is funded by NIH/NSF at the primary award level to our sponsor. The PI and Key Personnel complete the NIH/NSF Conflict of Interest forms in accordance with RPM10.01 - Conflict of Interest. |

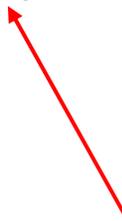
**VI. Proprietary Information**

In order to better manage LBNL's intellectual property including proprietary intellectual property, please provide the following information:

- |                          |                          |  |
|--------------------------|--------------------------|--|
| Yes                      | No                       |  |
| <input type="checkbox"/> | <input type="checkbox"/> | Is there "proprietary information", e.g. data or information from an LBNL invention disclosure statement(s), third party* trade secrets, commercial or financial information which is privileged or confidential which is/was developed at private expense outside the Work for Others proposal?<br>NOTE: if you believe this proposal contains proprietary information or ideas or involves patentable subject matter, LBNL will ask the sponsor(s) to review the proposal with appropriate confidential treatment. Please identify the proposal page numbers which contain such information. The description of the issues is below: |

(\*Third Party means private industry, non-profit organization, or other governmental entity. Until 11/15/2008, this review factor was answered on the SPPF and not in RAPID)

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Does this proposal have background intellectual property? If yes, please provide the LBNL Disclosure or Patent Number(s) below? |
| <input type="checkbox"/> | <input type="checkbox"/> | If there is background intellectual property, does the sponsor want a license?  |



The Proprietary Information is now updated to reflect current practice. You answer it here. It prints twice, here and it appears on the DOE Review Factors under Section II in this SPPF.

**VII. Principal Investigator and Division Director Approvals**

**Principal Investigator Approvals**

The Principal Investigator certifies the following prior to submission of the proposal to the Office of Sponsored Projects and Industry Partnerships:

- The information contained herein and in the proposal is true, accurate, and complete.
- If an award is made,
  - I will accept full responsibility for the scientific conduct of the project and to provide the required deliverables, progress reports, and final reports.
  - I will maintain continued approval for regulatory compliance including EH&S, Conflict of Interest, Human Subjects and Animal Use through the entire period of performance.
- I am not debarred, suspended, proposed for debarment or voluntarily excluded from current transaction by a federal agency or departments.

**Division Approvals**

The Division Director is responsible for evaluating and approving this proposal prior to the submission to the Office of Sponsored Projects and Industry Partnerships. The basic consideration and commitment given a proposal in the review include:

- Determining project appropriateness to LBNL and DOE
- Evaluating the technical merits of the proposal
- Considering the possible deflection of key personnel from LBNL's primary research programs
- Determining requirements for and availability of space, support, and equipment
- Ensuring compliance with LBNL, DOE and University policy
- Evaluating the proposal in light of any Conflict of Interest declaration
- Assuring the safety of personnel and protection of the environment

**Principal Investigator Approval:**

**Primary Division Director Approval:**

Principal Investigator	Date	Division Director <b>Other Participating Division(s) (if any)</b>	Date
Principal Investigator	Date	Division Director	Date
Principal Investigator	Date	Division Director	Date
Principal Investigator	Date	Division Director	Date

**LBNL Department of Homeland Security Approval:**

**Department of Homeland Security is required if research included Homeland Security, Proliferation Detection, Counter Terrorism, and Intelligence R&D.**

Program Head \_\_\_\_\_ Date \_\_\_\_\_

**ATTACHMENTS**

- |  |  |
|--|--|
| <input type="checkbox"/> Proposal/Statement of Work                              | <input type="checkbox"/> LBNL State of California COI Form(s) (700U) |
| <input type="checkbox"/> Budget by fiscal year (w/summary if multi-year)         | <input type="checkbox"/> NSF/NIH COI Form(s)                         |
| <input type="checkbox"/> Copy of Broad Agency Announcement or other solicitation | <input type="checkbox"/> NEPA CEQA Form                              |

**LBLN Sponsored Project Proposal Form - Work for Others (WFO) - Non-Federal  
WFO for NIH Subawards**

---

**I. General Information**

Proposal No.

Version:

Division:

Award No.:

Deadline:

Type of Proposal:

Project Title:

Proposed Period

PI Name:

CO-PI(s)/Mentor:

Sponsor Name:

Work Scope:

Type of Research:

Transmission Code:

Mailing Instructions:

Mailing Contact/Addr.:

Name:

Address 1:

Address 2:

Address 3:

City, State, Zip:

Phone:

FAX:

Email:

Estimated Advance Amount        \$

Total Estimated Budget:        \$

Related Proposal No.        Version

Primary Funding Agency:

**II. DOE Review Factors**

The DOE Work for Others Order 481.1C requires DOE review of certain aspects of each proposal as part of their approval process. Check the appropriate box and provide explanations as requested.

**Yes**  **No**  DOE Uniqueness: Proposed work requires LBNL's special expertise, unique capability, or unique facilities; private facilities are inadequate for performance of proposed work. Please provide explanation below.

The proposed work cannot be obtained through commercial means.

Proposed work is consistent with or complementary to mission of LBNL. Explain and cite related B&R codes below.

**Do Not Complete. Data from Related DOE (Program) B&R Page will print here.**

Proposed work has been reviewed to ensure that there is no adverse impact on the execution of LBNL's assigned DOE Programs.

Proposed work has been reviewed to ensure that there is no aspect of the work that would create a detrimental future burden on DOE resources.

Work includes subcontracting with an aggregate value greater than \$100,000 and/or exceeding 40% of total project costs. Explanation below indicates how LBNL is selecting the subcontractor(s), and describes how LBNL will still meet its unique capability requirement, given the high level of subcontracting. LBNL must be responsible for selecting the subcontractor(s). Explanation below:

This proposal is in response to a Broad Agency Announcement (BAA) or any non-Federal sponsor solicitation. Provide reference to solicitation below (and in additional information under proposal profile):

Waiver of Full Cost Recovery is being requested. A completed DOE Exception to Full Cost Recovery form is attached.

Human and/or animal subjects are involved in the proposed work. Work will not begin until appropriate LBNL/UC approvals have been obtained. Please briefly describe the type of Human Subject or Animal Use that occur in the proposed research below:

Project involves building modifications and/or construction anticipated to cost in excess of \$250,000. Provide the currently estimated cost of modifications/construction below:

Does this proposal relate to the FreedomCAR, Hydrogen Fuel and 21st Century Truck Initiatives and to the following:  
 -hybrid vehicle technology, including but not limited to: batteries, electric motors, power, electronics and infrastructure for hybrid vehicles;  
 -advanced combustion technology for vehicle applications;  
 -electric vehicle and infrastructure technology;  
 -hydrogen powered vehicle and fuel cell technology; and  
 -hydrogen production, delivery, storage and infrastructure technologies.

This is a Non-Federal Sponsor. (OSPIP will attach the Non-Federal IP Exhibit to the DOE Approval Package)

**Does this proposal have background intellectual property? If yes, please provide the LBNL Disclosure or Patent Number(s) below?**

**This is a new DOE Review Factor that is required by Contract 31. In the SPPF, it will print twice: 1) once under the DOE Review Factors here; and 2) again under Proprietary Information.**

**III. Homeland Security, Proliferation Detection, Counter-Terrorism, or Intelligence Activity**

It is the policy of the Laboratory Director's Office that all proposals involving homeland security, proliferation detection, counter terrorism and intelligence activity to any DOE and non-DOE sponsor be reviewed and approved by LBNL's Office of Homeland Security to ensure that the work is consistent with the institutional expertise and within the mission of the laboratory.

One or more "Yes" responses to any of the following questions means this policy applies to this proposed activity:

- | Yes                      | No                       |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Is this activity related in any manner to weapons of mass destruction, including but not limited to chemical biological or nuclear weapons research or production?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Is this activity related in any manner to threat analysis or detection or to technologies to analyze and mitigate threats? (Nuclear/Radiological, Biological, Chemical, unexploded ordinance (UXO), mines and mine detection, and the like?) |
| <input type="checkbox"/> | <input type="checkbox"/> | Is this activity related in any manner to homeland security, counter-terrorism, or intelligence related work?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Is this activity related in any manner to proliferation detection? <b><i>(If this question is answered yes and it is a DOD Sponsor, then OSPIP CO's will enter Award Type F9 in RAPID)</i></b>   |

**IV. Intellectual Property (Only Required for Non-Federal WFO)**

Non-Federal sponsors will receive title to LBNL inventions under this project, unless one of the following applies. Provide Explanation for the "Yes" Answer. This complies with UC's requirement to notify the Principal Investigator of the potential for the Sponsor to have rights in the invention.

- | Yes                      | No                       |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | The Sponsor declines its right to title in LBNL inventions. Provide reason and reference correspondence below.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Likely inventions would be research tool(s), which should be available to many organizations. Indicate research tools and why below:  |
| <input type="checkbox"/> | <input type="checkbox"/> | A domestic Sponsor's interest to appropriately commercialize is in fewer fields of use than are realistically commercially feasible for the invention. Provide explanation below:                       |
| <input type="checkbox"/> | <input type="checkbox"/> | Sponsor's funding is from a Federal agency. Provide Agency below:   |
| <input type="checkbox"/> | <input type="checkbox"/> | Sponsor is UC.  |
| <input type="checkbox"/> | <input type="checkbox"/> | There are special facts and it is not in the best interests of the United States. Provide explanation below:  |
| <input type="checkbox"/> | <input type="checkbox"/> | Is there LBNL background intellectual property (IP) that may be used in the proposed project? Are there any other issues that need to be considered in allocating IP rights? Provide explanation below. |

**V. Conflicts of Interest**

LBNL is bound by a variety of Conflict of Interest policies, some of which emanate from the U.S. DOE from contractual requirements and some which are founded on University policies, State of California law, and Federal Regulations.

- | Yes                      | No                       |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Is this a non-Federal Sponsor exempt from State of California Conflict of Interest requirements? If No, complete the State of California Form 700U in accordance with RPM 10.01 - Conflict of Interest.              |
| <input type="checkbox"/> | <input type="checkbox"/> | This is a subaward that is funded by NIH/NSF at the primary award level to our sponsor. The PI and Key Personnel complete the NIH/NSF Conflict of Interest forms in accordance with RPM10.01 - Conflict of Interest. |

**VII. Proprietary and Background Intellectual Property**

In order to better manage LBNL's intellectual property including proprietary intellectual property, please provide the following information:

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <b>Yes</b>               | <b>No</b>                |   |
| <input type="checkbox"/> | <input type="checkbox"/> | Is there "proprietary information", e.g. data or information from an LBNL invention disclosure statement(s), third party* trade secrets, commercial or financial information which is privileged or confidential which is/was developed at private expense outside the Work for Others proposal? NOTE: if you believe this proposal contains proprietary information or ideas or involves patentable subject matter, LBNL will ask the sponsor(s) to review the proposal with appropriate confidential treatment. Please identify the proposal page numbers which contain such information. The description of the issues is below: |

(\*Third Party means private industry, non-profit organization, or other governmental entity. Until 11/15/2008, this review factor was answered on the SPPF and not in RAPID)

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Does this proposal have background intellectual property? If yes, please provide the LBNL Disclosure or Patent Number(s) below? |
| <input type="checkbox"/> | <input type="checkbox"/> | If there is background intellectual property, does the sponsor want a license?  |

**VIII. National Institutes of Health Assurances**

NIH Principal Investigator Assurance: (PHS SF424 and PHS 398 Applications)

As of May 10, 2005, the Principal Investigator(s) assurance is the original signature of the PI on the LBNL OSPIP/SPPF. The PI Signature must be obtained and forwarded to the Office of Sponsored Projects and Industry Partnerships as part of the submission of the proposal. If multiple PIs are proposed in an application, this assurance must be retained for all named PIs. All PIs must sign prior to the submission of the proposal. The Office of Sponsored Projects and Industry Partnerships will retain the signed assurance(s) with the proposal and make it available to NIH or other authorized HHS or Federal officials upon request. (NIH NOT-OD-06-054)

PRINCIPAL INVESTIGATOR/PROGRAM DIRECTOR ASSURANCE: I certify that the statements herein are true, complete and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. I agree to accept responsibility for the scientific conduct of the project and to provide the required progress reports if a grant is awarded as a result of this application.

NIH Individual Fellow and Sponsor(s) Assurance: (Form Sets PHS 416-1)

As of October 14, 2008, the Individual Fellow and Sponsor(s) assurance is the original signature of the Fellow and Sponsor(s) on the LBNL NIH SPPF. The Fellow and Sponsor(s) Signatures must be obtained and forwarded to the Office of Sponsored Projects and Industry Partnerships as part of the submission of the proposal. If there are multiple Sponsors, they all must sign prior to the submission of the proposal by the Office of Sponsored Projects and Industry Partnerships to NIH. The Office of Sponsored Projects and Industry Partnerships will retain the signed assurance(s) with the proposal and make it available to NIH or other authorized HHS or Federal officials upon request. (NIHNOT-OD-09-007)

INDIVIDUAL FELLOW and SPONSOR(S): I certify that the statements herein are true, complete and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. As a Sponsor, I will provide appropriate training, adequate facilities, and supervision if a fellowship is awarded as a result of the applications. As the Individual Fellow, has read the Ruth L. Kirschstein National Research Service Award Payback Assurance and will abide by the Assurance if an award is made, and that the award will not support residency training I agree to accept responsibility for the scientific conduct of the project and to provide the required progress reports if a grant is awarded as a result of this application.

**IX. Principal Investigator and Division Director Approvals**

**Principal Investigator Approvals**

The Principal Investigator certifies the following prior to submission of the proposal to the Office of Sponsored Projects and Industry Partnerships:

- The information contained herein and in the proposal is true, accurate, and complete.
- If an award is made,
  - I will accept full responsibility for the scientific conduct of the project and to provide the required deliverables, progress reports, and final reports.
  - I will maintain continued approval for regulatory compliance including EH&S, Conflict of Interest, Human Subjects and Animal Use through the entire period of performance.
- I am not debarred, suspended, proposed for debarment or voluntarily excluded from current transaction by a federal agency or departments.

**Division Approvals**

The Division Director is responsible for evaluating and approving this proposal prior to the submission to the Office of Sponsored Projects and Industry Partnerships. The basic consideration and commitment given a proposal in the review include:

- Determining project appropriateness to LBNL and DOE
- Evaluating the technical merits of the proposal
- Considering the possible deflection of key personnel from LBNL's primary research programs
- Determining requirements for and availability of space, support, and equipment
- Ensuring compliance with LBNL, DOE and University policy
- Evaluating the proposal in light of any Conflict of Interest declaration
- Assuring the safety of personnel and protection of the environment

**Principal Investigator Approval:**

**Primary Division Director Approval:**

Principal Investigator	Date	Division Director <b>Other Participating Division(s) (if any)</b>	Date
Principal Investigator	Date	Division Director	Date
Principal Investigator	Date	Division Director	Date
Principal Investigator	Date	Division Director	Date

**LBNL Department of Homeland Security Approval:**

**Department of Homeland Security is required if research included Homeland Security, Proliferation Detection, Counter Terrorism, and Intelligence R&D.**

Program Head \_\_\_\_\_ Date \_\_\_\_\_

**ATTACHMENTS**

- |  |  |
|--|--|
| <input type="checkbox"/> Proposal/Statement of Work                              | <input type="checkbox"/> LBNL State of California COI Form(s) (700U) |
| <input type="checkbox"/> Budget by fiscal year (w/summary if multi-year)         | <input type="checkbox"/> NSF/NIH COI Form(s)                         |
| <input type="checkbox"/> Copy of Broad Agency Announcement or other solicitation | <input type="checkbox"/> NEPA CEQA Form                              |

## **Appendices**

For the purposes of instruction, all the RAPID Topics and RAPID Tables are available in the instruction material. The RAPID Manuals on line will link to RAPID Topics and Tables.

RAPID Topic: Reporting a Problem in RAPID

From time to time a RAPID action by an End User will result in a RAPID error message. Other times, the End User has a problem which doesn't have a RAPID error message. What ever the source of the problem, further investigation on the part of the OSPIP RAPID team is needed to resolve the problem.

**What do I do when there is a RAPID error?**

If you receive an error message indicating that there is data inconsistencies in the buffer or other parts of RAPID, clear your internet cache first and then repeat the procedure and reenter the data. If you still get an error message, then it is time to capture the error message as a "print screen" and record the process that caused an error. and forward it to RAPIDHelp@lbi.gov. Other problems should follow the same method so we know what is doing on. Phone calls and voicemails do not provide enough information.

*What to send?*

Problem:

1. When I copied a proposal from proposal number \_\_\_\_\_, the new proposal cannot be accessed either under User Agreements nor Proposal Menu items.
2. The error below appears when new proposal is accessed.

The screenshot shows a Windows Internet Explorer browser window with a menu open. The menu items include: User Agreement Proposals, Maintain User Proposal, Enter Overall User Budget, Enter Detail User Budget, User Prop Factors, Submit Us Agreement, User SPPP, SPO Form User, SPO Form Unfunded, and Create Us. An error message is displayed in the center: "An error has occurred that has stopped this transaction from continuing." A dialog box is overlaid on top of the browser, with a yellow warning icon and the text: "No matching buffer found for level. (15,26)". Below this, it explains: "When retrieving data for a page, a data value was retrieved for which there was no matching data value at a higher level scroll entry. (For example, at scroll level 2, a value of ABC was read in and scroll level 1 contained this higher level field but did not have a row with a key value of ABC.) This usually occurs because of an error in a database record or view; or because of improper deletion of values in a database. Correct the page definition or contact your system administrator." There is an "OK" button at the bottom of the dialog box.

Step	Action
21.	The End User will send a screen print of the RAPID error report with narrative describing the actions that lead to the error pasted into a <i>word document</i> and attached to an Email to RAPIDHelp@lbi.gov. Imbedded graphics in an Email are not always accessible when forwarding Email to others because everyone is set up differently.
22.	RAPIDHelp (either Phyllis or Linda) will reproduce the problem in a non-production instance of RAPID. Based on our findings, we will either assist the End User in making corrections or ask for the RAPID developer to assist in correcting the problem
23.	If the developer is involved, OSPIP will send an Email requesting correction and will let End User know of the action and expected time of resolution. Errors that stop work will be given Priority 1 designation to be resolved in one working day or less.
24.	Once the error has been corrected by the developer, OSPIP will send a note to the End User regarding the correction and the next actions (if any) to take.

[RAPID Topic: System Access](#)**Data Integrity**

Before you request access RAPID, it is important that you Understand that it is the Office of Sponsored Projects and Industry Partnerships policy that each person that enters data into RAPID is responsible for the accuracy and integrity of their work.

**RAPID data is auditable and part of the public record.**

RAPID is set up to rely on the data integrity of each succeeding user to assure that there are successful proposals and awards. The data entered in to RAPID to establish a proposal becomes enterprise financial data in FMS when the proposal is generated into an award.

**Access to RAPID - Research Administration Proposal/Project Information Database**

RAPID is the LBNL implementation of the PeopleSoft Grants Management application. In order to have access to RAPID you must be sponsored by your Business Manager and you must satisfy the requirements for access to the Financial Management System (FMS) and the requirements for RAPID. All new RAPID End Users must complete the RAPID training classes entitled "Division: Proposal Preparation and Award Management". Once the course has been completed, access to RAPID as a "Division Representative", or as it is know in RAPID - the role as a GMDIVREP, must be requested by the division Business Manager. The request is forwarded to RAPIDHelp@lbl.gov. After review, OSPIP will forward the request to the OCFO/Business Systems Analysis group for access setup. Separately, the Business Manager must give permission for RAPID security to the division's data. Samples for both requests are below: (these Requests can be combined)

**SAMPLE Request for Access to RAPID:**

To: [RAPIDHelp@lbl.gov](mailto:RAPIDHelp@lbl.gov)

From: Business Manager

Subject: Request access to RAPID for \_\_\_\_\_

I am requesting access to RAPID for Name of User (LDAP and EmplID). Name has completed the required training for access to FMS on Date and RAPID Training on Date.

Please give Name access to \_\_\_\_\_ Division data in RAPID.

**SAMPLE Request for Division Contact Setup in RAPID:**

To: [RAPIDHelp@lbl.gov](mailto:RAPIDHelp@lbl.gov)

From: Business Manager

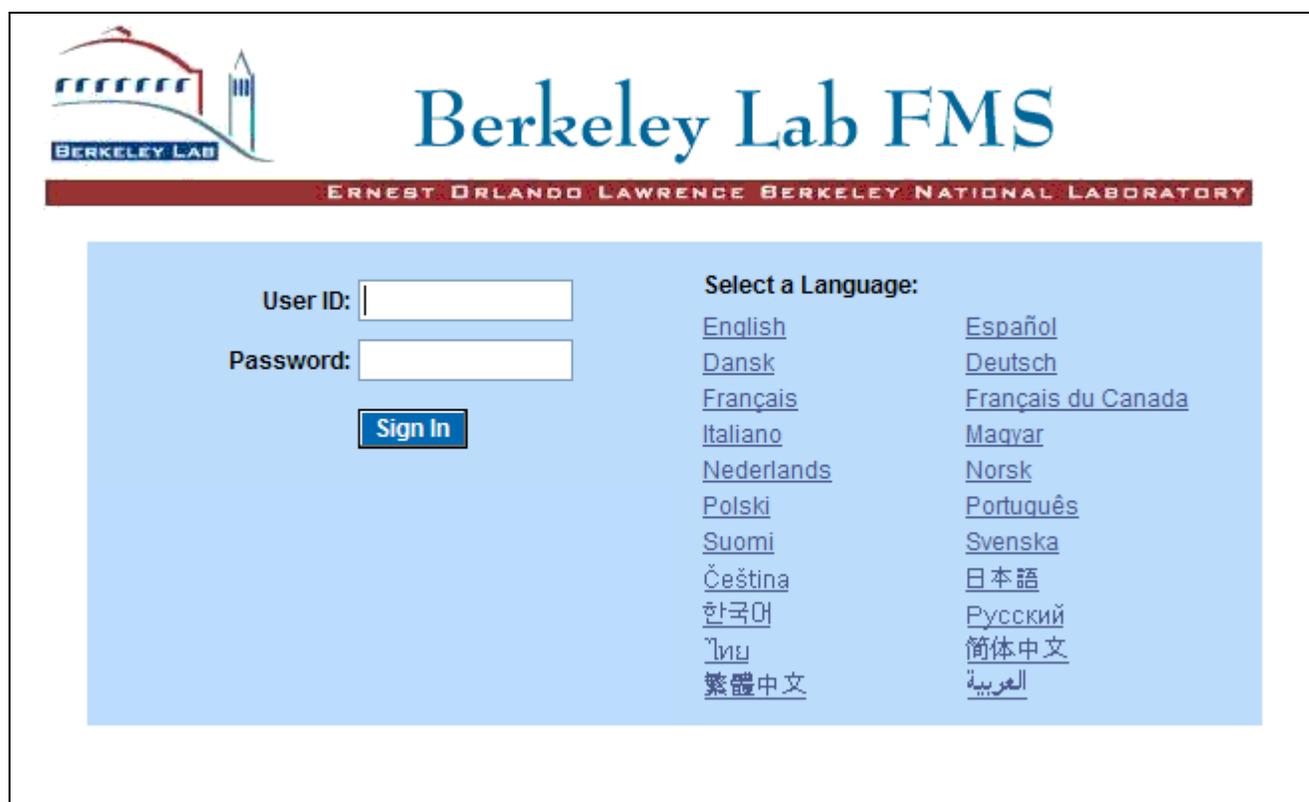
Subject: Request access to RAPID for \_\_\_\_\_

I am requesting Name of User (LDAP and EmplID) to be set up in RAPID Division Contacts as an Administrator for \_\_\_\_\_ Division. This will allow them to be a Division administrative contact for the proposal.

[RAPID Topic: Signing into RAPID](#)

RAPID can only be accessed within the LBNL FMS environment. After you have received access to FMS and RAPID, you will click on Internet Explorer (IE).

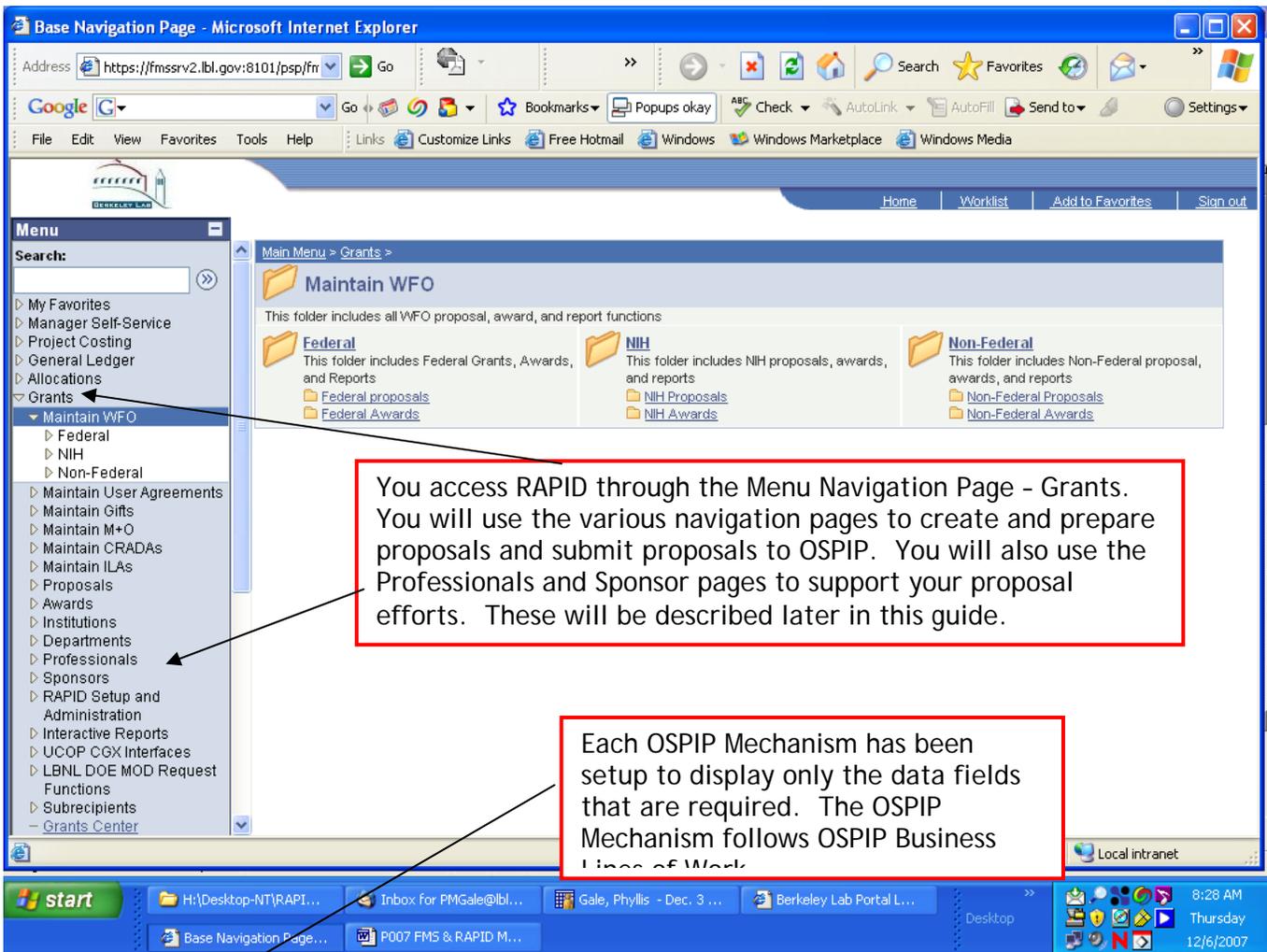
Production: When using RAPID in production, use the new web address <https://fmsprd.lbl.gov> or by simply typing the shortcut *FMS* in the browser's URL address. Do not use "bookmark" or "favorite" as the shortcut through your browser. It is associated with a server will be obsolete. Please just use the FMS in the browser's URL address list.



Step	Action
1.	Type the shortcut <i>FMS</i> in the browser's URL address
2.	USERID: Type in your LDAP UserID
3.	PASSWORD: Type in your LDAP Password
4.	Click on Sign In - 
5.	The FMS General Menu will appear. Please refer to a RAPID Guide for next steps.
6.	If you have a problem with signing into FMS, please email AskChuck@lbl.gov. OSPIP has no control or authority regarding FMS Sign In.

FMS and RAPID Menus

The Menu and the specific Navigation Pages (i.e. Grants) reflect the access you have been given in FMS, PRP, and RAPID. Click on Grants to access RAPID In RAPID menu, you will only be able to access the proposals of the division authorized by the division’s business manager.



OSPIP Funding Mechanism	RAPID Menu Choice	RAPID Proposal/Award Category
Work for Others	Maintain WFO	
<ul style="list-style-type: none"> <li>Federal</li> </ul>	<ul style="list-style-type: none"> <li>Federal</li> </ul>	Federal Awards
<ul style="list-style-type: none"> <li>NIH</li> </ul>	<ul style="list-style-type: none"> <li>NIH</li> </ul>	NIH
<ul style="list-style-type: none"> <li>Non Federal</li> </ul>	<ul style="list-style-type: none"> <li>Non Federal</li> </ul>	Non Federal
User Agreements	Maintain User Agreements	Funded User Agreements Non Funded User Agreements
Gifts	Maintain Gifts	Gifts
DOE M&O Contractor	Maintain Indirect DOE Funding	M&O Awards/DOE Transfer Vouchers*
CRADAs	Maintain CRADAs	Funded CRADAs Non Funded CRADAs

\*DOE Transfer Vouchers are managed by the Budget Office

### RAPID Topic: Data Integrity

Before you request access to RAPID, it is important that you know that it is the Office of Sponsored Projects and Industry Partnerships policy that each person that enters data into RAPID is responsible for the accuracy and integrity of their work.



### RAPID data is auditable and part of the public record.

RAPID is set up to rely on the data integrity of each succeeding user to assure that there are successful proposals and awards. The data entered in to RAPID to establish a proposal becomes enterprise financial data in FMS when the proposal is generated into an award.

When a proposal is generated into a OSPIP Award, it also sets up the structures for the Primary Project ID for the OSPIP Award in FMS Project Costing and the Billing and Accounting structures for Billing and Accounts Receivable in FMS BAR.

**RAPID TOPIC: OSPIP Mechanisms - What Kind of Proposal Should I Establish in RAPID?**

Each proposal is established in RAPID based on the Office of Sponsored Projects and Industry Partnerships’s different “Lines of Business” or “OSPIP Funding Mechanisms”: WFO/Federal, WFO/NIH, WFO/Non-Federal, Users, Gifts, Indirect DOE Funding/M & O Contractors, and CRADAs. (OSPIP Funding Mechanisms are captured in RAPID as “proposal/award categories - more on this later under RAPID/Proposal Header.) When an end user enters RAPID/Proposals through the “OSPIP Funding Mechanisms”, the RAPID data fields and pages are setup for information required for that specific type of proposal.

Which “OSPIP Funding Mechanism” Should I Use?

OSPIP Funding Mechanism	RAPID Menu Choice	RAPID Proposal/Award Category
Work for Others	Maintain WFO	
<ul style="list-style-type: none"> <li>Federal</li> </ul>	<ul style="list-style-type: none"> <li>Federal</li> </ul>	Federal Awards
<ul style="list-style-type: none"> <li>NIH</li> </ul>	<ul style="list-style-type: none"> <li>NIH</li> </ul>	NIH
<ul style="list-style-type: none"> <li>Non Federal</li> </ul>	<ul style="list-style-type: none"> <li>Non Federal</li> </ul>	Non Federal
User Agreements	Maintain User Agreements	Funded User Agreements Non Funded User Agreements
Gifts	Maintain Gifts	Gifts
DOE M&O Contractor	Maintain Indirect DOE Funding	M&O Awards/DOE Transfer Vouchers*
CRADAs	Maintain CRADAs	Funded CRADAs Non Funded CRADAs

\*DOE Transfer Vouchers are managed by the Budget Office

If you have any questions regarding which RAPID Menu choice to use, please contact the [OSPIP Contracts Officer](#) for your division. If you have any generic questions about RAPID, contact [RAPIDHelp@lbl.gov](mailto:RAPIDHelp@lbl.gov).

Select Maintain WFO and select the type of WFO proposal, Federal, NIH, Non-Federal. Other OSPIP Mechanisms are Maintain . . . User, Gift, DOE M&O, or CRADAs.



Only use Proposals and Awards to search for a record quickly when you don't know the mechanism.

Do not use to establish any type of proposal.

## RAPID Topic: Getting Ready

The “RAPID Topic: Getting Ready to Establish a Proposal in RAPID” provides instruction to division personnel regarding what information to gather and prepare to establish a proposal in RAPID.

Before you access RAPID, it is important that you know that it is the Office of Sponsored Projects and Industry Partnerships policy that each person that enters data into RAPID is responsible for the integrity of their work.



RAPID data is auditable and part of the public record.

RAPID is set up to rely on the data integrity of each succeeding user to assure that there are successful proposals and awards. The data entered into RAPID to establish a proposal becomes enterprise financial data in FMS when the proposal is generated into an award.

### Getting Started:

Each Division has their own method of working with their Principal Investigators for proposal development. For RAPID, there are several preparation steps that need to be completed prior to the creation of a proposal. You need to know the following:

1. Title of proposal.
2. Project ID.
3. Name of PI and are they in RAPID.
4. Name of Sponsor and are they in RAPID.

### Proposal Title:

The complete proposal title is needed in order to save the new proposal in RAPID. The proposal title must be the same title as on the proposal to be sent to the sponsor. If the title changes during the course of the proposal preparation, it must be updated in RAPID prior to the proposal being submitted to OSPIP.

### Project ID:

According to the [FMS/Project Setup Training & Reference Guide](#), a project ID must be a unique identifier for each project you create. Project IDs in FMS are an alphanumeric string of up to six characters. Please use the format required by [FMS/Project Setup Training & Reference Guide](#). Once a proposal has been awarded in RAPID, the Project ID will be automatically setup in FMS/Project Costing as the Primary Project ID associated with the award.

NOTE: If you do not enter a Project ID, RAPID will put in an automatically created number. A OSPIP CO can update the Project ID to the correct one as part of Award Generation. However, once the award has been generated, all corrections to Project IDs are done in Project Costing by the Division and the Budget Office. OSPIP cannot assist you with Project Costing actions.

For more information and guidance, please consult the [Project Setup Policy and Training Manual](#) in the Wiki. Further questions regarding Project Setup should be directed to [Bridget Haverty](#).

**RAPID TOPIC: Sponsor FAQs**

<p><b>Is a Customer the same as a Sponsor?</b></p>	<p>Sponsors are also called Customers in Rapid. The 'CUSTID' is the same as the Sponsor ID.</p> <p>The customer record is the sponsor record.</p>
<p><b>Who Creates Sponsors?</b></p>	<p><b>Sponsor Records are Created and Maintained by the OSPIP Sponsor Administrator(s)</b></p> <p>All questions regarding sponsors, new sponsor requests, name changes and updates to the status of a sponsor, etc. should be sent to <a href="mailto:sponsors@lbl.gov">sponsors@lbl.gov</a>. If a Repts and Certs is required for a new or existing sponsor, the Sponsor Administrator will ask the OSPIP Contracts Officer, or a division designee, to obtain one.</p>
<p><b>Sponsor Types</b></p>	<p><b>Sponsor records are created only after the type of sponsor is determined.</b></p> <p>The type of sponsor affects the proposal approval process, the granting (or not) of Federal Administrative Charge (FAC) waivers, and may affect intellectual property terms. The Sponsor Administrator together with the OSPIP CO will determine the sponsor type.</p> <p>Sponsors types are:</p> <ul style="list-style-type: none"> <li>A = Individual Donor</li> <li>C = State of California</li> <li>L = State or local agency (not California)</li> <li>N = U.S. Non-profit</li> <li>P = U.S. Private Company</li> <li>S = U.S. Small Business</li> <li>U = U.S. University</li> <li>Z = Foreign University</li> <li>X = Foreign private/other</li> <li>Y = Foreign Government</li> </ul>

<p><b>Foreign Sponsor Definition</b></p>	<p><b>DOE Definition of a Foreign Sponsor.</b></p> <p>For DOE purposes foreign sponsors include not only sponsors located on foreign soil but also U.S. organizations that are <u>owned or controlled by a foreign entity</u>.</p>
<p><b>Sponsor Type Changes</b></p>	<p><b>Change of Sponsor Type Requires a New Sponsor Record</b></p> <p>New sponsor records may need to be created for an existing sponsor if they have changed 'type.' For example, a new RAPID Sponsor code will need to be created if an existing U.S. company sponsor is subsequently purchased by a foreign company or a small business becomes a 'large' business. In those cases send an email to <a href="mailto:sponsors@lbl.gov">sponsors@lbl.gov</a> notifying the OSPIP Sponsor Administrator of the change.</p> <p>The Sponsor Administrator will mark the 'old' record 'Obsolete' and create a new sponsor record with a new RAPID Sponsor Code. This means that there will be two records with the same name in the sponsor lists, one obsolete and one active.</p>
<p><b>Obsolete Sponsor</b></p>	<p><b>Obsolete Sponsor</b></p> <p>If you selected an obsolete sponsor in a proposal header you will see a red OBSOLETE label when the proposal is saved. Please select the 'active' sponsor or, if needed, request a new sponsor by email to <a href="mailto:sponsors@lbl.gov">sponsors@lbl.gov</a></p>
<p><b>Name Changes</b></p>	<p><b>Change of Sponsor Name <u>MAY</u> Require a New Sponsor Record</b></p> <p>Changes in a sponsor's name may indicate that they have become a different legal entity. For example, a company may have merged with another, or perhaps spun off a division into a separate company.</p> <p>Send an email to <a href="mailto:sponsors@lbl.gov">sponsors@lbl.gov</a> with as much information as possible about the name change. A link to a press release is particularly useful. The Sponsor Administrator will determine if a new sponsor code is required or whether a simple change to the existing record will suffice.</p>
<p><b>Reps and Certs Form</b></p>	<p><b>Representations and Certifications</b></p> <p>The OSPIP Contracts officer, or designee, sends this form to the sponsor for them to certify the type of organization they are. It includes the question regarding whether or not they are more than 51% foreign owned or controlled by a foreign country, and if so, the country. This form is used to help determine the sponsor type.</p>

Looking up a Sponsor

Any screen where a sponsor can be selected can be used to search for the sponsor name. Click on the magnifying glass to bring up the search screen.

**Look Up Sponsor**

[Example is from Proposal Maintenance screen]

Find an Existing Value   Add a New Value

Maximum number of rows to return (up to 300): 300

Business Unit: =   LBNL

Proposal ID: begins with

Version ID: begins with

PI ID: begins with

Sponsor ID: begins with

Type: =

Department ID: begins with

Short Title: begins with

Award Category: begins with

Contract: begins with

ARRA Type: =

Case Sensitive

**Search Screen**

**Look Up** X

**Look Up Sponsor ID**

Change the 'begins with' option to 'contains' or use the % sign as a 'wild card' in the input field.

SetID: LBNL

Sponsor ID: begins with

Name 1: contains

Look Up   Clear   Cancel   [Basic Lookup](#)

**Search Results**

Only the first 300 results of a possible 2524 can be displayed. Enter more search key information and search again to reduce the number of search results.

View 100   First  1-300 of 300  Last

Sponsor ID	Name 1
<a href="#">2600</a>	<a href="#">NAT'L ARCHIVES &amp; RECORDS ADMINISTRATION</a>
<a href="#">2D020</a>	<a href="#">DOE GOLDEN FIELD OFFICE</a>
<a href="#">2F118</a>	<a href="#">FF</a>
<a href="#">AA500</a>	<a href="#">ANONYMOUS</a>
<a href="#">AB110</a>	<a href="#">STEPHEN D. BECHTEL, JR.</a>
<a href="#">4K200</a>	<a href="#">I&amp;E IJON KIM</a>

Use the “contains” search key under Name 1: and then enter all or part of the Sponsor’s name. Alternatively, use the percent sign % then what you are looking for. It means ‘look for the following anywhere in the field.’ For example to find ‘First Southwest Bank’, you could enter %southwest.

Note that the search is an exact match so using fewer search terms will give you a better chance of success. Also note that due to the short length of the sponsor name field, abbreviations are frequently used.

**Requesting a New Sponsor Setup**

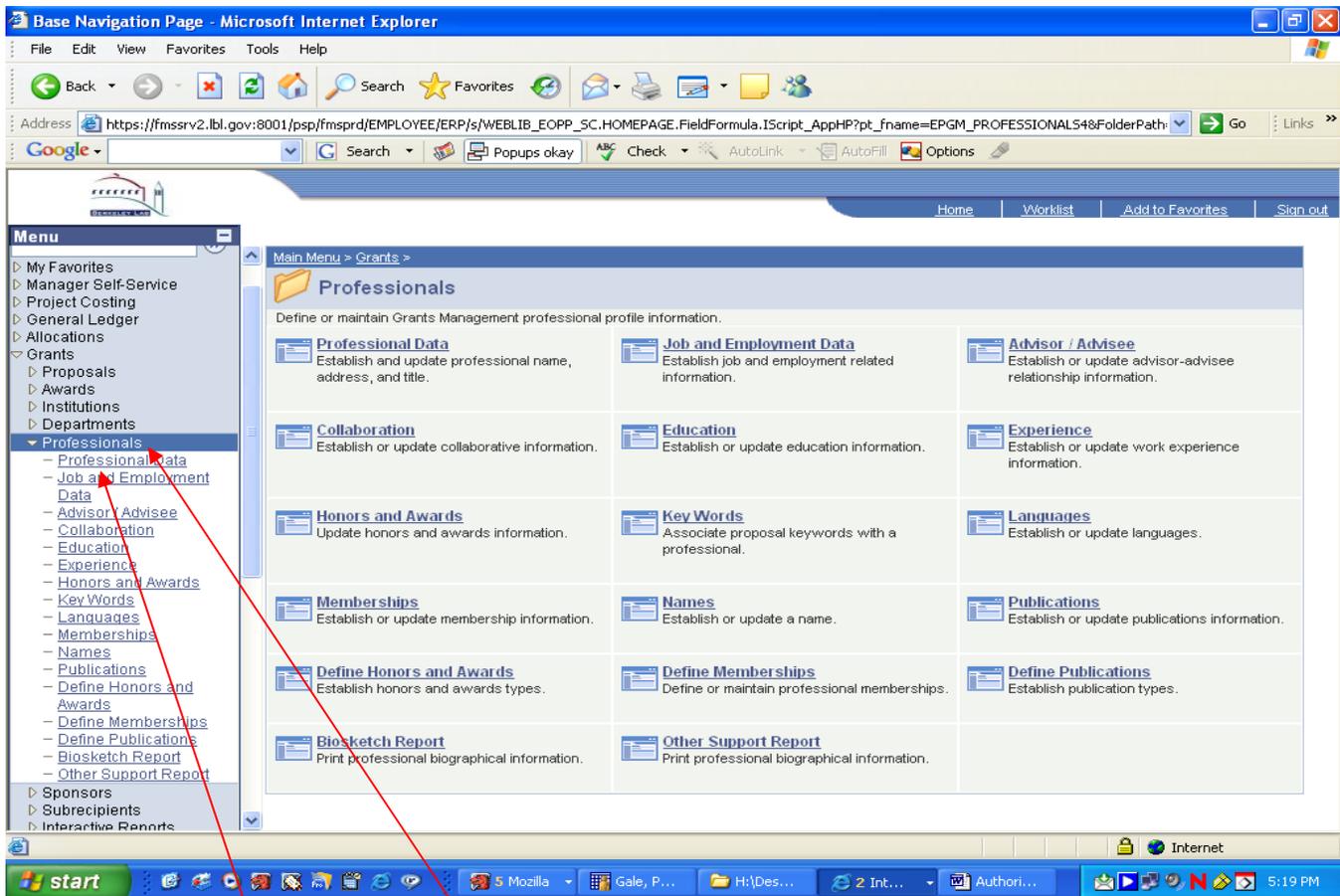
Step	Action
<p><b>When</b></p>	<p>The Division should request a new sponsor be setup when it is first known that a new sponsor code is required.</p> <p>If you cannot find the sponsor in the list when you create a new proposal, the 'VVVVV' sponsor code for 'Various Sponsors' can be used as a place holder in the RAPID proposal until the new sponsor has been created. Continue to create the new proposal in RAPID. You will be able to add the newly created sponsor to the RAPID proposal later, once OSPIP creates the sponsor record.</p>
<p><b>How</b></p>	<p>Send all new sponsor requests, questions, name changes or status changes regarding sponsors to <a href="mailto:Sponsors@lbl.gov">Sponsors@lbl.gov</a></p> <p>In your request for a new sponsor please include the name of the sponsor and a link to the sponsor's website if available. If it's a multi-location sponsor, please indicate which location is the one involved in the proposal.</p> <p><b>Sample Sponsor Request</b> ['NSSR' is an acronym for 'New Sponsor Setup Request']</p> <hr/> <p>To: <a href="mailto:sponsors@lbl.gov">sponsors@lbl.gov</a>            From: Your name            Subject: NSSR: Name of New sponsor</p> <p>Complete Sponsor Name:            Website: [If available]            Optional additional information to help identify the sponsor and type of sponsor.</p>
<p><b>Proposal Submission</b></p>	<p>The new sponsor code should be added to the RAPID proposal record prior to printing proposal forms for PI and Division signatures except in exceptional circumstances.</p> <p>Unfunded user agreement proposals are a specific exception. They are often prepared under extraordinary time constraints and do not require the same sponsor-type driven approval processes as funded WFOs. They may be submitted using the Various Sponsors option whenever necessary to expedite OSPIP's preparation of the agreement.</p>

[RAPID Topic: Authorizing Principal Investigators in the Professionals Table](#)

Before the proposal development can begin, Principal Investigators (PI) must be authorized in the RAPID/Professionals Control Table before the PI can be assigned that role in a proposal in RAPID. It is the Division’s responsibility to assure that only Principal Investigators approved by the Division Director are in the Professionals Control Table. This data is used to populate RAPID and FMS data fields. The PI’s information is used in reports for LBNL, the University of California and DOE for compliance and/or reporting purposes.

**NEVER UNFLAG PRINCIPAL INVESTIGATORS THAT LEAVE THE LABORATORY.** They may be PIs on a past proposals and awards and RAPID history cannot be changed.

**PI Lookup and Authorization Procedure**



Step	Action
1.	From the Menu, Select Grants and then Professionals. The Professionals Control Table is used for managing PI data.
2.	Click on Professional Data.
3.	The Professional Data search page is displayed.

Professional Data Search Page

Step	Action
4.	Enter in either the EMPLID or Name (last name first) of the Principal Investigator. NOTE: The Last Name search key doesn't work because this information is not brought over to FMS from HRIS. DO NOT ADD A NEW VALUE
5.	Click on Search button.
6.	Choose the name of the Principal Investigator and the Professional Data Page will Display.

Professional Data Page

**Professional Data**

Empl ID: TRAINING      \*Gender: Unknown      \*Personnel Status: Employee

**General Info**      Find | View All      First 1 of 1 Last

\*Eff Date: 10/16/2008      Name: Office,Sponsored P

\*Mar Status: Single      Prefix:      Name Suffix:      [Names Detail](#)      [Address](#)

**Country Info**      Find | View All      First 1 of 1 Last

Country:      \*NID Type:      National ID:

**Citizenship Info.**      Find | View All      First 1 of 1 Last

\*Country      Citizenship Status

**Phone Info**      Find | View All      First 1 of 1 Last

\*Type:      Phone:

**Email Info**      Find | View All      First 1 of 1 Last

\*Type:      \*Email:

**Misc. Info**      Find | View All      First 1 of 1 Last

\*Eff Date: 10/16/2008       Howard Hughes Member      [Ethnicity](#)

Rate Type: Regular       Eligible PI       Conflict of Interest      Date Certified:     

Save      Notify      Add      Update/Display      Include History      Correct History

Step	Action
1.	Scroll to the bottom of the Professional Data Page and Flag the <b>Eligible PI Box</b>
2.	Click on <b>Save</b> . Your PI can now be assigned when you establish a new proposal.

**RAPID Table: Proposal and Award Types with Descriptions:**

This reference Table provides the definitions to assist you in selecting the type of Proposal you are doing. The first column is based on the underlying RAPID Table Proposal/Award Type Table. In addition, the Award Modification Table Descriptions have been provided for the OSPIP Contracts Officers in the 2<sup>nd</sup> column. The last column is the description.

RAPID Proposal and Award Type	Award Modification Table Descriptions	Descriptions
Amendment	AMEND	A proposal that modifies the existing Statement of Work, budget, <i>and extends the period of performance</i> for an existing award (excluding NSF's Research Experience for Undergraduates, NIH's Minority Supplement, DOD's ASSERT Programs, etc. See Supplement)
Competing Continuation (NIH)  Or  Renewal (all others)	RENEW	Ongoing awards must either be reviewed or competed again if the term of the original award has expired.
Modification	EXTERALMOD	This proposal type would be used if a proposal is required as part of the request for the administrative action.  Captures administrative changes to the award that include the approval of the sponsor. Examples: Carryover approvals, adding or deleting special terms and conditions, changes in funding levels (i.e. deobligations), administrative changes initiated by the agency, change of principal investigator, etc.
New	NEW	A proposal not previously awarded or a renewal or continuation award treated as a new award by the sponsor and given a new agency number.
No Cost Extension  RAPID DOES NOT USE In Proposals	NCE	An additional period of time given by the sponsor to an organization for the completion of work on an approved grant or contract. An extension allows previously allocated funds to be spent after the original expiration date.
Non-Competing Continuation	INCREMENTL	Applicable to grants and cooperative agreements only. A project approved for multiple-year funding, although funds are typically committed only one year at a time. At the end of the initial budget period, progress on the project is assessed. If satisfactory, an award is made for the next budget period, subject to the availability of funds. Continuations do not compete with new project proposals and are not subjected to peer review beyond the initial project approval.

RAPID Proposal and Award Type	Award Modification Table Descriptions	Descriptions
Pre-Proposal	N/A	A brief description, usually 2-10 pages. Of research plans and estimated budget that is sometimes submitted to determine the interest of a particular sponsor prior to submission of a formal proposal. Also termed Preliminary Proposal.
Renewal	RENEW	Ongoing awards must either be reviewed or competed again if the term of the original award has expired.
Resubmission (NIH and others if sponsors provide for this action)	RENEW or NEW	A modified and resubmitted request for funding for a project that was previously not funded either because it was denied by the sponsor or withdrawn by the principal investigator. The resubmitted proposal may either have been either a new or renewal/Competing Continuation. NIH also refers to this as a "Revised" proposal.
Revised Proposal	RENEW or NEW	A proposal that revises an existing proposal at the request of the Sponsor prior to the award. Changes may include revised Statement of Work and revised Budget. This is not to be used for NIH resubmitted proposals
Supplement	SUPPLEMENT	Supplemental Proposal is a request to the sponsor for additional funds for an ongoing project during the previously approved statement of work and performance period. Types of requests includes adding a NIH closely related component to the ongoing project, equipment requests, NSF's Research Experience for Undergraduates, NIH's Minority Supplement, DOD's ASSERT Programs,

**RAPID CHECKLIST: Division: Non-Federal WFO Proposal Data Entry**

<p><b>Non-Federal WFO Division Data Entry:</b> This Checklist is provided only for the review of the data entered by division personnel. It outlines "Who is responsible" and "OSPIP's Review" for each field.</p>	<p><b>Getting Ready.</b>  <input type="checkbox"/> What Type of Proposal?  <input type="checkbox"/> Is the PI in the RAPID Professionals Database?  <input type="checkbox"/> Is the Sponsor in the Sponsor Database?</p>
--	--

**Add a New Proposal**

✓	Field	Who is responsible	OSPIP Review?
	Proposal ID	System	No
	Version ID	Division	No

**Proposal Header**

✓	Field	Who is responsible	OSPIP Review?
	Description	Division	No
	Due Date	Division	Yes - Must be after rec'd by OSPIP and reflects Sponsor guidance
	PI Name	Division	Yes - Must be same as OSPIP Proposal Package
	Long Title	Division	Yes - Must be same as OSPIP Proposal Package
	Sponsor	Division	Yes - Div should request new sponsor during Div preparation
	Proposal/Award Category	Division	Yes - Category drives the data fields for completion of RAPID proposal data, If this is the wrong Category, must be corrected.
	Proposal Status	Division	Yes - Proposal must be set to Apvd by Div to indicate Div has complete and reviewed RAPID Data
	Start Date	Division	Yes - Must be same as OSPIP Proposal Package
	End Date	Division	Yes - Must be same as OSPIP Proposal Package
	Proposal Type	Division	Yes - Must reflect the type of proposal/award action
	Purpose	Division	Yes - Must reflect the type of research or service to be provided
	Additional Info Adv Invoice	Division	Yes - Check only that it is there. Division responsible for cash management. If not there, Division must correct
	Additional Info Flow Through	Division	Yes - If proposal is a subaward, the Flow Thru Sponsor must be included

**Proposal Project**

✓	Field	Who is responsible	OSPIP Review?
	ProjID	Division	No - OSPIP cannot correct. If proposal becomes an award, it can be corrected on the Award Generation page by OSPIP CO or in Project Setup by the Division after Award is Authorized.
	Proj Title	System	Inherited from the Header.
	Subdivision	Division	No
	Department	Division	No
	Dept Contact/ Div Contact	Division	No
	Dept Rep/ Division Dir	Division	Yes - OSPIP will check for complete copy of COI package signed by the PI
			Yes - OSPIP will check for complete copy of COI package(s) signed by the PI and Key Personnel. (NOTE: Proposals without an "exempt" sponsor may have both a 700U and NIH/NSF COI Package.)

**Resources**

✓	Field	Who is responsible	OSPIP Review?
	Professionals	Division	Yes - OSPIP will check to see if PI is same as Proposal Header If the proposal is a fellowship, OSPIP will check that a second line has been added so the Mentor is named on the proposal.

**Reports**

✓	Field	Who is responsible	OSPIP Review?
	Abstract	Division	No

**Certification\***

✓	Field	Who is responsible	OSPIP Review?
	Animal	Division	Yes - OSPIP will check for completion
	Human	Division	Yes - OSPIP will check for completion
	NEPA/CEQA	Division	Yes - OSPIP will check for completion

\*Additional Certification Actions by OSPIP COs are covered in separate guidance.

**Overall Budget/General Info**

✓	Field	Who is responsible	OSPIP Review?
	Include in Proposal Flag	Division	Yes - OSPIP will check for completion so budget info will print on DOE forms, etc.
	Budget ID	Division	No
	Description	Division	No
	Target Sponsor Budget	Division	Yes - OSPIP will check against proposal detail budget.
	Start Date	System	No - Inherited from Proposal Header
	End Date	System	No - Inherited from Proposal Header

**Overall Budget/Periods**

✓	Field	Who is responsible	OSPIP Review?
	Periods and Target Sponsor Budget	Division	Yes - OSPIP will check for completion against proposal budget so budget info will print on DOE forms, etc.

**DOE Review Factors**

✓	Field	Who is responsible	OSPIP Review?
	Uniqueness	PI/Division	Yes - OSPIP will check for completion
	Work within Mission	PI/Division	Yes - OSPIP will check for completion
	No Adverse Impact	PI/Division	Yes - OSPIP will check for completion
	No Detrimental Future Burden	PI/Division	Yes - OSPIP will check for completion
	Subcontracting Justification	PI/Division	Yes - OSPIP will check for completion
	BAA	PI/Division	Yes - OSPIP will check for completion
	Waiver	PI/Division	Yes - OSPIP will check for completion
	Human/Animal	PI/Division	Yes - OSPIP will check for completion
	Building Modification	PI/Division	Yes - OSPIP will check for completion
	Freedom CAR	PI/Division	Yes - OSPIP will check for completion
	IP Right Allocation	PI/Division	Yes - OSPIP will check for completion

**Intellectual Property Review Factors**

✓	Field	Who is responsible	OSPIP Review?
	Sponsor Declines	PI/Division	Yes - OSPIP will check for completion
	Research Tools	PI/Division	Yes - OSPIP will check for completion
	Field of Use	PI/Division	Yes - OSPIP will check for completion
	Federal Flow Thru	PI/Division	Yes - OSPIP will check for completion. OSPIP will also check if Proposal Header/Additional Info/Flow Thru completed.
	UC	PI/Division	Yes - OSPIP will check for completion
	Special	PI/Division	Yes - OSPIP will check for completion
	Other Issues	PI/Division	Yes - OSPIP will check for completion

**COI Review Factors**

✓	Field	Who is responsible	OSPIP Review?
	Non-Federal 700U	PI/Division	Yes - OSPIP will check for completion
	Subaward with Indirect NIH/NSF Funding	PI/Division	Yes - OSPIP will check for completion. Proposals without an "exempt" sponsor (i.e. domestic universities), may have both a 700U and NIH/NSF COI Package

**Department of Home Land Security Review Factors**

✓	Field	Who is responsible	OSPIP Review?
	Mass Destruction	PI/Division	Yes, if any of these are answered yes, then OSPIP will check for the signature of the LBNL DHLS Program Manager on SPPF
	Threat Analysis	PI/Division	Yes, if any of these are answered yes, then OSPIP will check for the signature of the LBNL DHLS Program Manager on SPPF
	Other NNA Work	PI/Division	Yes, if any of these are answered yes, then OSPIP will check for the signature of the LBNL DHLS Program Manager on SPPF
	Proliferation Detection	PI/Division	Yes, if any of these are answered yes, then OSPIP will check for the signature of the LBNL DHLS Program Manager on SPPF

**NEPA/CEQA Review Factors**

✓	Field	Who is responsible	OSPIP Review?
	All Fields	PI/Division	Yes, OSPIP will check for complete a copy of the NEPA/COEA form signed by the PI in proposal package.

**Related Budget and Reporting Code**

✓	Field	Who is responsible	OSPIP Review?
	B&R Classification	PI/Division	Yes, OSPIP will check for completion

**Proposal Burdens**

✓	Field	Who is responsible	OSPIP Review?
	Proposal Burdens	PI/Division	No

**Background Intellectual Property Review Factors**

✓	Field	Who is responsible	OSPIP Review?
	Confidential Info in Proposal	PI/Division	Yes, OSPIP will review and work with PI/Division on how to mark proposal confidential
	Background Intellectual Property	PI/Division	Yes, this information is part of the standard Non-Fed WFO Agreement.
	Does a Sponsor Want a License	PI/Division	No, PI to work with TTD and Sponsor on this issue.

**Approvals Page**

✓	Field	Who is responsible	OSPIP Review?
	Proposal Status	Division	Yes, OSPIP will not review proposal unless set to Approved by Division Status
	PI Review	Division	Yes, OSPIP will check to see if the signature is the same as person named in the RAPID Proposal
	Division Director	Division	Yes, OSPIP will check to see if the signature is the same as person named in the RAPID Proposal
	Institutional Review	Division/OSPIP	Yes, OSPIP will assure it is the OSPIP CO review the proposal

**Submission Page**

✓	Field	Who is responsible	OSPIP Review?
	Transmission Code	Division	No, OSPIP will use along with Mailing Instructions and Contact Page for Proposal Submission.
	Mailing Instructions	Division	No, OSPIP will use along with Transmission Code and Contact Page for Proposal Submission

**Contact Page**

✓	Field	Who is responsible	OSPIP Review?
	All Fields	Division	No, OSPIP will use the Contact Information for submitting the proposal to and communicating with the Sponsor Contacts

**End of Review of Division RAPID Proposal Data.**

[RAPID Topic: Using the Notify Email Feature](#)

RAPID Topic: My Proposals

[RAPID Topic: Changing Proposal/Award Category](#)

**RAPID Table: Additional Information**

Additional Information captures important documentation that should follow the proposal (and the award). The required fields will be found in the specific OSPIP Mechanism Guidance. The purpose of this Rapid Guide is to provide the secondary panels and additional guidance.

***\*Solicitation - Required for NonFederal Subawards***

The screenshot shows a web browser window titled 'Maintain Proposal - Microsoft Internet Explorer'. The address bar shows the URL: https://fmsrv2.lbl.gov:8101/psp/fmstrn/EMPLOYEE/ERP/c/ESTABLISH\_PROPOSAL.GM\_PROPOSAL.GBL. The page content includes a header with 'Home', 'Add to Favorites', and 'Sign out' links. Below the header is a 'Solicitation' section with the following fields:

- Solicitation/RFP Number:**
- Solicitation Title:**

At the bottom of the form are two buttons: 'OK' and 'Cancel'.

Enter the appropriate information for any program announcements, BAAs, RFAs, or any other Sponsor information that should be referred to as part of the proposal development, review, and approval. The URL can be entered in the Comment panel to the right of this panel.

***\*LBNL NonFederal Advance Amount - Required for NonFederal Awards***

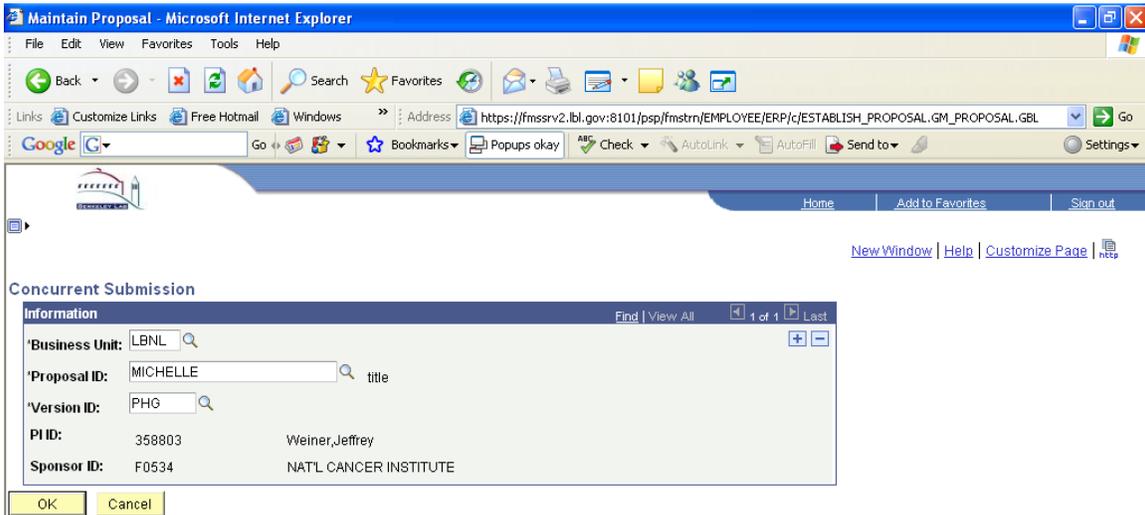
The screenshot shows a web browser window titled 'Maintain Proposal - Microsoft Internet Explorer'. The address bar shows the URL: https://fmsrv2.lbl.gov:8101/psp/fmstrn/EMPLOYEE/ERP/c/ESTABLISH\_PROPOSAL.GM\_PROPOSAL.GBL. The page content includes a header with 'Home', 'Add to Favorites', and 'Sign out' links. Below the header is a 'Non-Federal Advance' section with the following field:

- Advance Amount Requested:**

At the bottom of the form are two buttons: 'OK' and 'Cancel'.

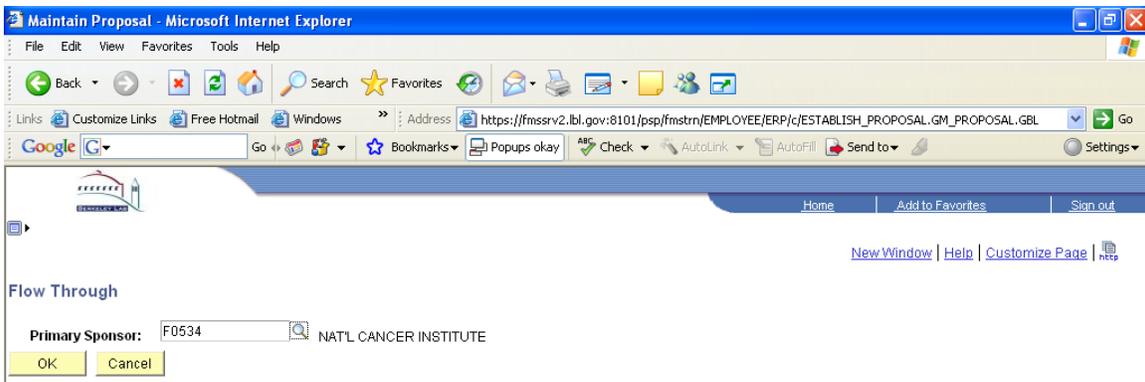
Insert the Amount of the four (4) highest months, plus any equipment, startup or unusual costs. If the agreement is \$25,000 or less, or less than 6 months, the entire cost of the proposed budget is used as the Advance amount. Use the Advance Payment Policy for Guidance.

*Concurrent Submissions*



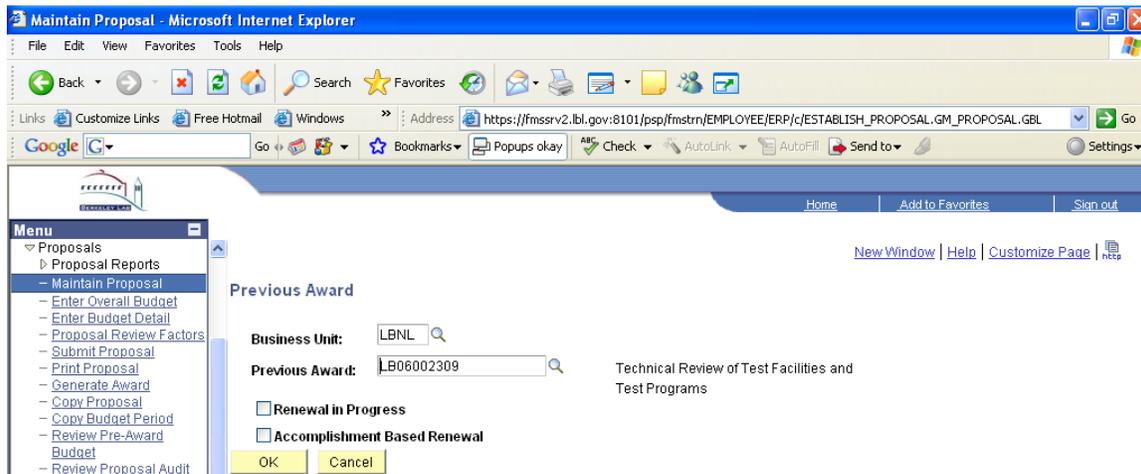
Select Concurrent Submission from RAPID. The concurrent proposal information such as PI and Sponsor will automatically populate when the concurrent proposal is entered. More than 1 concurrent proposal can be documented with in this panel.

*\*Flow Through - required for flow throughs*



Select Primary Sponsor of Project from the RAPID Sponsor table in dropdown menu. This information will be used for primary source of funding reports.

*Previous Award*



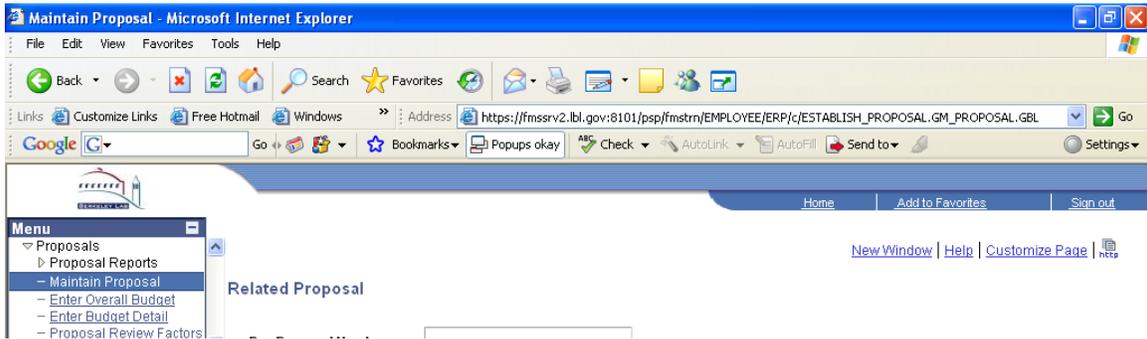
Select Previous Award if applicable from drop down list of LBNL Awards. Check if NIH Renewal is in progress or if this is an NIH accomplishment based proposal. This will be very helpful if Sponsor issues a new PO for incremental funding.

*Principal Investigator Change*



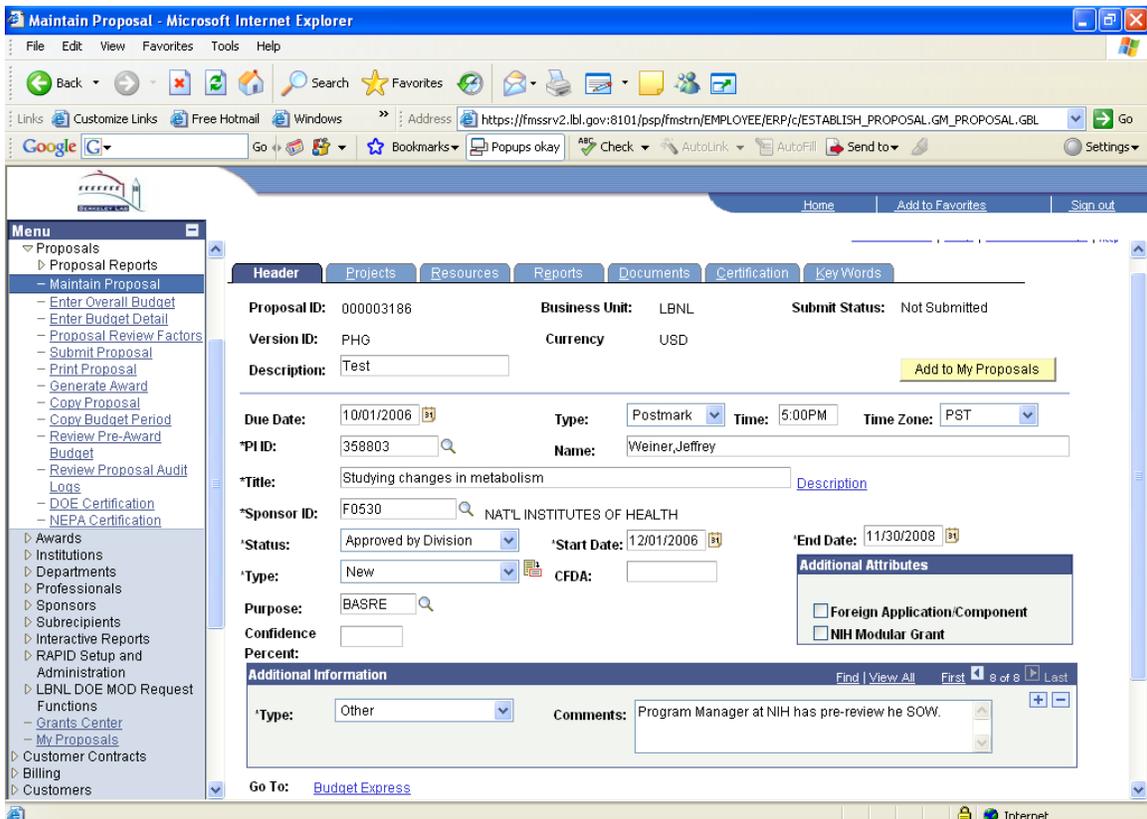
Check PI Change if the proposal includes a PI change. This will be used for renewal, continuations, resubmission, and proposal that will modify an original proposal/award to change the PI

Related Proposal



Select Pre-Proposal Number if applicable. If this proposal is related to a previously DOE approved proposal, please reference the previous activity here. Select any Related Proposal that may be related to this proposal. Select from the LBNL Proposal Table. There is no limit on the number of proposals you may reference

Other



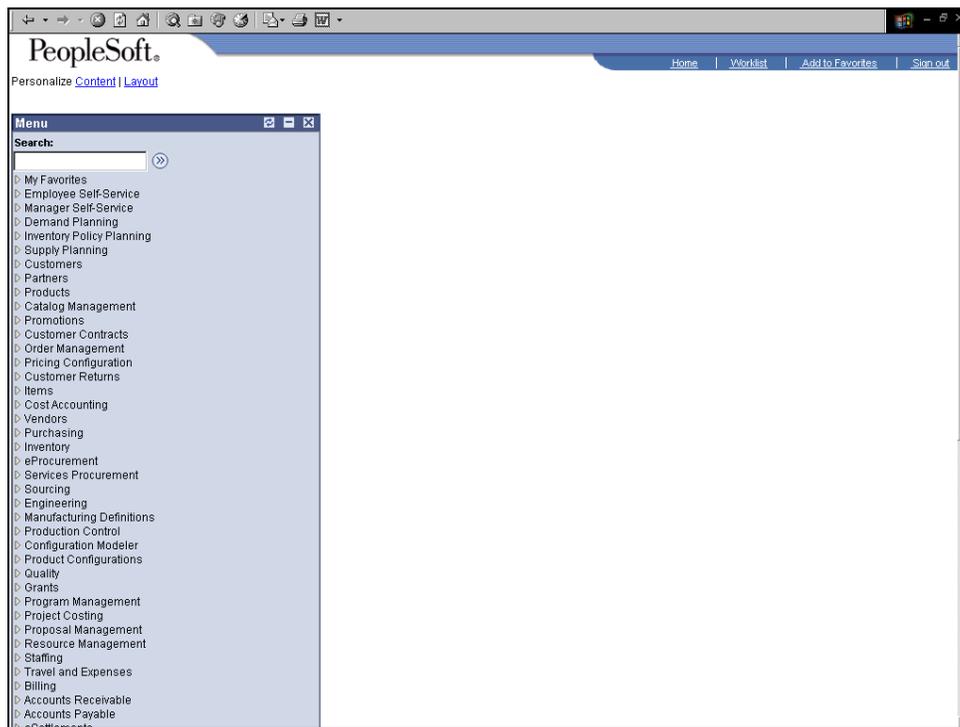
Enter any notes that will help you or the OSPIP CO in the review and submission of this proposal.

**RAPID Topic: Copying Proposal Information**

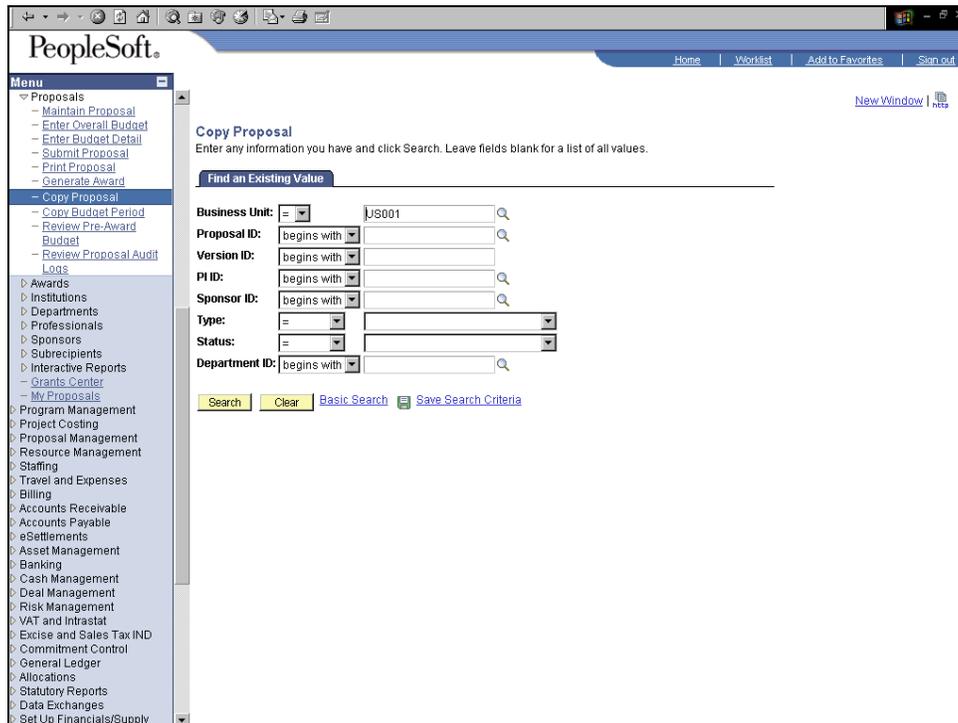
You can copy proposal information from one proposal to another. You can copy a proposal and include projects, budget headers, and periods. This feature saves you time by avoiding entering duplicate information. The Certifications and Review Factors do not copy your data and they have to be completed for the new proposal.

The Copy Proposal feature allows you to jump start your work by copying a similar proposal. This feature is also used to manage Master Agreements and OSPIP Contracts Agreements with incremental funding managed by the Sponsor with individual purchase orders.

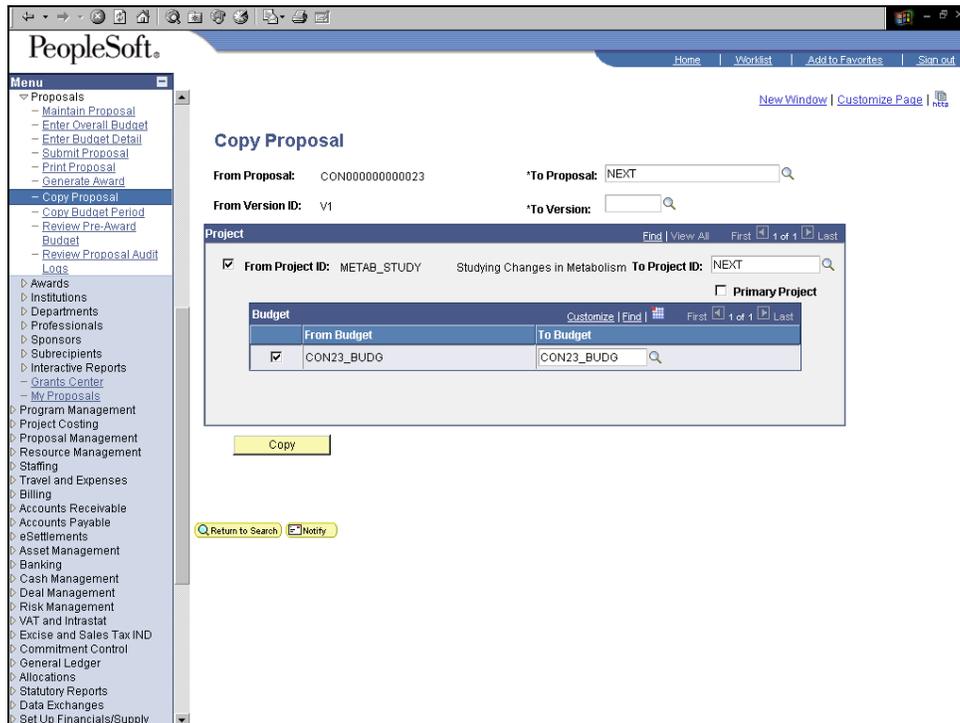
**Procedure**



Step	Action
1.	Begin by navigating to the Copy Proposal page. Click the <b>Grants</b> link. <input type="button" value="Grants"/>
2.	Click the <b>Proposals</b> link.
3.	Click the <b>Copy Proposal</b> link.



Step	Action
4.	Enter the LBNL into the <b>Business Unit</b> field. Enter the <b>Proposal ID</b> of the proposal you wish to copy.
5.	Click the <b>Search</b> button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Search</div>



Step	Action
6.	The <b>Copy Proposal</b> page enables you to copy proposal information for a new proposal. The system populates the <b>To Proposal</b> field with <b>NEXT</b> , indicating a new proposal will be created. Press <b>[Tab]</b> .  If you are copying a proposal for <b>Managing Master Agreements</b> or <b>Managing OSPIP Contracts with Multiple POs</b> , please follow the guidance in this RAPID Topics.
7.	Enter the version ID to which you want to copy the proposal data. Press <b>[Tab]</b> .
8.	Enter the name of the new <b>Project ID</b> . Press <b>[Tab]</b> .
9.	Select the <b>Primary Project</b> check box to indicate that the project is the primary project of the proposal that you are copying. There can be <b>only</b> one primary project in a proposal. Click the <b>Primary Project</b> option. <input type="checkbox"/> <b>Primary Project</b> Press <b>[Tab]</b> .
10.	Enter the name of the new budget into the <b>To Budget</b> field.
11.	Click the <b>Copy</b> button. 
12.	You have successfully copied a proposal. This feature saves you time by avoiding entering duplicate information.

**RAPID Topic: Copying Proposal Budget Period**

**RAPID Topic: PI Worksheet on Non-Federal Sponsor WFO Intellectual Property?**

Non-Federal sponsors will receive title to LBNL inventions unless an exception applies. PI's need to answer the following questions when applying for non-federal funding so the OSPIP CO will know which contract documents to send to the sponsor and what kind of IP rights will exist on the contract. Most questions, once answered, require additional information. The answers are recorded in RAPID by divisional personnel.

Question / Statement	What Does it Mean? How Do I Answer?
<p><b>Sponsor Declines:</b> The Sponsor declines its right to title in LBNL inventions. Provide reason and reference correspondence below.</p>	<p>Sponsor is not interested in obtaining title to inventions. For example, State agencies may have not interest in intellectual property ownership. LBNL can then propose to DOE that LBNL should retain title to the inventions under the project.</p>
<p><b>Research Tools:</b> Likely inventions would be research tool(s), which should be available to many organizations. Indicate research tools and why below:</p>	<p>When the WFO Project involves the design, development, or production of a research tool and there is a DOE Program and public interest in having the tool available to many potential research and commercial organizations, LBNL can then propose to DOE that LBNL should retain title to the inventions under the project. Examples of research tools can include cell lines, monoclonal antibodies, reagents, animal models, growth factors, combinatorial chemistry libraries, drugs and drug targets, clones and cloning tools (such as PCR), methods, laboratory equipment and machines, databases and computer software.</p>
<p><b>Field of Use:</b> A domestic Sponsor's interest to appropriately commercialize is in fewer fields of use than are realistically commercially feasible for the invention. Provide explanation below:</p>	<p>If a potential subject invention, for example, a new battery technology has more than one field of use, such as use in automobiles, cellular phones, laptops, etc. and the Sponsor is not interested in commercializing all of the potential fields of use, LBNL can propose to DOE that LBNL retain title to the subject invention and that the Sponsor would receive a royalty-free exclusive license in the field(s) of use they are interested in commercializing.</p>
<p><b>Federal Flow Thru:</b> Sponsor's funding is from a Federal agency. Provide Agency below:</p>	<p>When the Sponsor is receiving funding from a contract, grant, or other agreement from a Federal Agency and is utilizing those funds to subcontract work to LBNL then LBNL by law has the right to retain title to inventions by LBNL employees.</p>
<p><b>University of California</b> Sponsor is UC.</p>	<p>UC campuses and Office of the President have agreed that LBNL may retain title to inventions of its employees.</p>
<p><b>Special:</b> There are special facts and it is not in the best interests of the United States. Provide explanation below:</p>	<p>This is a catch all if none of the above examples apply and LBNL still wants to propose to DOE that the transfer of technology to the U.S. domestic economy will benefit from LBNL retaining title to inventions by its employees.</p>
<p><b>Other Issues:</b> Is there LBNL background intellectual property (IP) that may be used in the proposed project? Are there any other issues that need to be considered in allocating IP rights? Provide explanation below.</p>	<p>Background intellectual property includes existing LBNL patents, copyrights, or patent or copyright disclosures that have been submitted to the LBNL Technology Transfer and Intellectual Property Management that will be used in the WFO project. LBNL needs to identify such background intellectual property in the WFO Agreement so that the Sponsor understands that it may have to enter into a separate license agreement with LBNL, if such licenses are available, to have access to identified background intellectual property.</p>

[RAPID Topic: Setting up Contacts for Multiple Use](#)

The Contact Page can be completed with out adding the data to the Sponsor "Contact" database. Simply do not click Add/Update Contact or Add/Update Location. The Sponsor information is now only proposal specific.

Approvals		Submission		<b>Contact</b>		LBNL Prop Dist		Proposal Burdens	
Proposal ID:	000006283	Business Unit:	LBNL	PI Name:	Adams,Paul D				
Version ID:	KO								
Title:	The Protein Structure Initiative Knowledgebase								
Sponsor ID	UR700	RUTGERS UNIVERSITY							
Scroll Area									
Contact <input type="text"/>		Location <input type="text"/>							
Salutation Code <input type="text"/>	*First Name	Marta	Middle Initial						
*Last Name	Zurbriggen	Title							
<b>Roles</b>									
Contact Role		ADMIN	Administrative Contact						
Address Line 1	610 Taylor Road								
Address Line 2	Wright Chemistry Building, Room 150								
Address Line 3									
City	Piscataway	State	NJ	Zip Code	08854				
Country	USA	United States							
<input type="checkbox"/> Mailing Address	Telephone	732/445-0283							
<input type="checkbox"/> Add/Update Contact <input type="checkbox"/> Add/Update Location <a href="#">Comments</a>									

If this not a new Sponsor, you can look in both Location and Contact tables to pick up the Contact information if it is the same.

Approvals | Submission | **Contact** | LBNL Prop Dist | Proposal Burdens

Proposal ID: 000006283      Business Unit: LBNL      PI Name: Adams,Paul D  
 Version ID: KO  
 Title: The Protein Structure Initiative Knowledgebase

Sponsor ID UR700      RUTGERS UNIVERSITY

Scroll Area Find | View All    First ◀ 1 of 1 ▶ Last

Contact        Location   + -

Salutation Code        \*First Name       Middle Initial

\*Last Name       Title

**Roles** Find | View All    First ◀ 1 of 1 ▶ Last

Contact Role        Administrative Contact + -

### Look Up Location

SetID: LBNL  
 Customer ID: UR700  
 Address Sequence Number: =

        [Basic Lookup](#)

#### Search Results

View All First ◀ 1-3 of 3 ▶ Last

Address Sequence Number	Description
1	<a href="#">RUTGERS - THE STATE UNIVERSITY</a>
2	<a href="#">Tech. Center of New Jersey</a>
3	<a href="#">SPO Contact Address</a>

### Look Up Contact

SetID: LBNL  
 Customer ID: UR700  
 Contact Sequence Number: =

        [Basic Lookup](#)

#### Search Results

View All First ◀ 1-4 of 4 ▶ Last

Contact Sequence Number	Name 1	Title	Contact ID
1	<a href="#">Prof. Christopher Rose</a>	<a href="#">Ass. Dir., Rutgers WINLAB</a>	<a href="#">LB07003476</a>
2	<a href="#">Marta Zurbriggen</a>	<a href="#">(blank)</a>	<a href="#">1122</a>
3	<a href="#">Prof. Christopher Rose</a>	<a href="#">(blank)</a>	<a href="#">1169</a>
4	<a href="#">Prof. Christopher Rose</a>	<a href="#">Ass. Dir., Rutgers WINLAB</a>	<a href="#">1185</a>

If you have entered contact information that you would like to re-use, simply click on the click Add/Update Contact and/or Add/Update Location.

Approvals	Submission	Contact	LBNL Prop Dist	Proposal Burdens	
Proposal ID:	000006283	Business Unit:	LBNL	PI Name:	Adams,Paul D
Version ID:	KO	Title:			The Protein Structure Initiative Knowledgebase
Sponsor ID	UR700	RUTGERS UNIVERSITY			
Scroll Area					
Contact	<input type="text"/>	Location	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>	
Salutation Code	<input type="text"/>	*First Name	Marta	Middle Initial	<input type="text"/>
*Last Name	Zurbruggen	Title	<input type="text"/>		
Roles					
Contact Role	ADMIN	Administrative Contact	<input type="button" value="+"/> <input type="button" value="-"/>		
Address Line 1	610 Taylor Road			<input type="checkbox"/> Add/Update Contact	
Address Line 2	Wright Chemistry Building, Room 150			<input type="checkbox"/> Add/Update Location	
Address Line 3	<input type="text"/>				
City	Piscataway	State	NJ	Zip Code	08854
Country	USA	United States			
<input type="checkbox"/> Mailing Address	Telephone	732/445-0283		<a href="#">Comments</a>	