



## BSO Review and Approval

This procedure is about how to access, review, and approve proposals in the eSRA system.

A. Home Workspace - Overview	1. "My Home"
B. Proposal Workspace - Overview	1. Proposal workspaces are divided into tabs 2. Proposal Information Tab 3. DOE Tab 4. Approvals Tab 5. Attachments Tab 6. History Tab
C. Access Proposal for Review	1. Via email notification 2. Via link in eSRA Home Workspace
D. Review DOE Information	1. DOE Tab
E. Approve	1. Approve Science 2. Approve FAC Waiver, if required 3. Approve Proposal (after other approvals are complete)
F. Special Note about FAC Waiver eMail	1. View of form
G. Other Action Available to BSO	1. Email Team 2. Request Changes or Info from OSPIP CO

Information Only

### IMPORTANT INFORMATION

The BSO server is outside of the LBNL firewall. User must first access the LBNL server using VPN.

Information about VPN is found at:

<https://commons.lbl.gov/dosearchsite.action?key=itdivision&searchQuery.queryString=vpn&searchQuery.spaceKey=itdivision>

This procedure contains the specific steps in the review and submission process.

The sequence is important.

The front page can be used for reference. The following pages include step-by-step instructions with screen-shot visuals.

Caution Warning	Serious Warning	Notes	Tips	Important

## A. Home Workspace – Overview

1.	"My Home" goes to the user's home page.
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Information Only

- 1a. Your "Inbox" show proposals and/or awards for which you can or should take action.
- 1b. Your "Role" will determine what shows up in your "Inbox."
- 1c. Some people have more than one role that can be selected. You will always be able to do all of the activities allowable based on your roles. You can change what appears in your inbox by selecting another role.
- 1d. You can access all awards and proposals (not just the ones requiring your attention), by using the general search lists in the upper left corner.
- 1e. Proposals or awards are selected by clicking on the highlighted link.

The screenshot displays the eSRA Proposal System interface. At the top, the header includes the Lawrence Berkeley National Laboratory logo and the text "eSRA Proposal System STAGING". The user's name, "Jacolyn Byrd", is visible in the top right, with a red box around the "My Home" link. Below the header, there are navigation tabs for "Awards", "Proposals", and "Company Profiles". The main content area is titled "Page for Jacolyn Byrd" and includes a "DOE Proposal" link in the sidebar (highlighted with a red box and labeled 1c). The "My Roles" section lists "DOE Admin", "DOE FAC", "DOE Proposal", and "Registered User". The "My Inbox" section shows a table of proposals that require action. The first row is highlighted with a red circle and labeled 1d, containing the text "thyroid cancer - example for BSO Training". The table columns are ID, Name, SmartForm, State, Due Date, Principal Investigator, and Date Modified. The page number "10 / page" is visible at the bottom right.

B. Proposal Workspace – Overview

1. Proposal workspaces are divided into tabs of related information.

Information Only

1

Proposal Information	PIF	DOE	Approvals	Comments	Attachments	Contacts	New Sponsor Requests	Change Log
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PROPOSAL INFORMATION	BUDGET TOTALS	SF424 INFORMATION
<b>Primary Sponsor:</b> NIH NATL CANCER INSTITUTE (NCI)	<b>Starting Date:</b> 4/1/2013	<b>SF424 Tracking#:</b> GRANT11207881
<b>Foreign Location:</b>	<b>Number of Periods:</b> 2	<b>SF424 Received Date/Time:</b> 8/16/2012 10:54 AM PDT
<b>PI:</b> Heinz-Ulrich Weier	<b>Total Direct:</b> \$275,000	<b>SF424 Status Updated:</b> 8/17/2012 12:30 AM PDT
<b>OCO:</b> Cynthia Sylvester	<b>Total Indirect:</b> \$224,411	<b>SF424 Current State:</b> Federal Funding Agency Tracking Number Assigned
<b>RA:</b> Karen Omoto Karen Dickinson-Mazzei	<b>Total LBNL Costs:</b> \$499,411	<b>PDF Version</b> <a href="#">View</a>
<b>Status of Science:</b> Finalized	<b>FAC Costs:</b> \$14,982	
<b>Submission Deadline:</b> 8/16/2012	<b>Total Project Costs:</b> \$514,393	
<b>Application #:</b> 1R21CA177262-01	<b>Sponsor Costs:</b> \$499,411	
	<b>Awarded Total:</b> \$0.00	

1

History	Funding Awards
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2. Proposal Information Tab

- 2a. Proposal Information
- 2b. Budget Totals
- 2c. SF424 Submission Information

2

Proposal Information	PIF	DOE	Approvals	Comments	Attachments	Contacts	New Sponsor Requests	Change Log
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PROPOSAL INFORMATION <span style="background-color: black; color: white; padding: 2px 5px; font-weight: bold;">2a</span>	BUDGET TOTALS <span style="background-color: black; color: white; padding: 2px 5px; font-weight: bold;">2b</span>	SF424 INFORMATION <span style="background-color: black; color: white; padding: 2px 5px; font-weight: bold;">2c</span>
<b>Primary Sponsor:</b> NIH NATL CANCER INSTITUTE (NCI)	<b>Starting Date:</b> 4/1/2013	<b>SF424 Tracking#:</b> GRANT11207881
<b>Foreign Location:</b>	<b>Number of Periods:</b> 2	<b>SF424 Received Date/Time:</b> 8/16/2012 10:54 AM PDT
<b>PI:</b> Heinz-Ulrich Weier	<b>Total Direct:</b> \$275,000	<b>SF424 Status Updated:</b> 8/17/2012 12:30 AM PDT
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<b>RA:</b> Karen Omoto Karen Dickinson-Mazzei	<b>Total LBNL Costs:</b> \$499,411	<b>PDF Version</b> <a href="#">View</a>
<b>Status of Science:</b> Finalized	<b>FAC Costs:</b> \$14,982	
<b>Submission Deadline:</b> 8/16/2012	<b>Total Project Costs:</b> \$514,393	
<b>Application #:</b> 1R21CA177262-01	<b>Sponsor Costs:</b> \$499,411	
	<b>Awarded Total:</b> \$0.00	

3	DOE Tab
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Information Only

- 3a. General Proposal Information
- 3b. Budget Details (year by year)
- 3c. Brief Statement of Work
- 3d. Review Information

3	Proposal Information	PIF	<b>DOE</b>	Approvals	Comments	Attachments	Contacts	New Sponsor Requests	Change Log
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Lawrence Berkeley National Laboratories

**DOE Proposal Information Form**

**3a**

I. General Proposal Information

**3b**

II. LBNL Budget

**Summary Budget Information (by Contract Year)**

Period	Start Date	End Date	Type of Costs	Costs
1	4/1/2013	3/31/2014	Direct Costs	\$150,000
			LDRD	\$0
			Other NIH Indirect Costs	\$119,305
			<b>Total LBNL Costs</b>	<b>\$269,305</b>
			<b>Federal Administrative Costs*</b>	<b>\$8,079</b>
			<b>Total Project Costs</b>	<b>\$277,384</b>
2	4/1/2014	3/31/2015	Direct Costs	\$125,000
			LDRD	\$0
			Other NIH Indirect Costs	\$105,106
			<b>Total LBNL Costs</b>	<b>\$230,106</b>
			<b>Federal Administrative Costs*</b>	<b>\$6,903</b>
			<b>Total Project Costs</b>	<b>\$237,009</b>
Cumulative	4/1/2013	3/31/2015	Direct Costs	\$275,000
			LDRD	\$0
			Other NIH Indirect Costs	\$224,411
			<b>Total LBNL Costs</b>	<b>\$499,411</b>
			<b>Federal Administrative Costs*</b>	<b>\$14,982</b>
			<b>Total Project Costs</b>	<b>\$514,393</b>

**3c**

III. Brief Statement of Work (Abstract):

**3d**

IV. Review Information

4	Approvals Tab
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- 4a. Lists all Approvals possible for a proposal
- 4b. The status of the Approval
- 4c. Who approved
- 4d. Date Approved

Information Only

Proposal Information	PIF	<b>4</b>	<b>Approvals</b>	Comments	Attachments	Contacts	New Sponsor Requests	Change Log
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	<b>4b</b>	<b>4c</b>	<b>4d</b>
<u>Type of Approval</u>	<u>Status of Approval</u>	<u>Approver</u>	<u>Date Approved</u>
NEPA/CEQA:	Pending Request		
COI:	Not Required		
DOE Science:	Submitted		
DOE FAC Waiver:	Submitted		
DOE Foreign:	Not Required		
DOE Non-Standard Agreement:	Not Required		
DOE-IP:	Not Required		
DOE Proposal:	Submitted		
Export Control:	Not Required		
Homeland Security:	Not Required		
Tech Transfer:	Not Required		
Gifts:	Not Required		
Fellowship IDC Waiver:	Not Applicable		
Over Salary Cap:	Not Requested		
Non-Standard Financial Terms:	Not Requested		

4a



5	Attachments Tab
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Information Only

5a. Links to specific PDF documents contained within the proposal

Proposal Information	PIF	DOE	Approvals	Comments	<b>5</b> Attachments	Contacts	New Sponsor Requests	Change Log
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**Attachments:**  
Document Description  
There are no items to display

**PI's Biosketch:**  
[BiosketchWeier.pdf\(0.01\)](#)

**PI's Uploaded DF12:**  
[FP110\\_COI\\_Disclosure\\_Weier.pdf\(0.01\)](#)

**LBL Multiple PIs:**  
Name Biographical Sketch Uploaded DF12  
There are no items to display

**Other Senior/Key Personnel**

**LBL Senior Key Personnel:**  
Name Biosketch Uploaded DF12  
There are no items to display

**Proposal Uploads**

**Cover Letter:**  
[CoverLetter.pdf\(0.01\)](#)

**NIH Research Plan Attachments**

Introduction of Application:

**Specific Aims:**  
[SpecificAims.pdf\(0.01\)](#)

**Research Strategy:**  
[ResearchStrategy.pdf\(0.01\)](#)

**Inclusion Enrollment Report:**

**Progress Report Publication List:**

**Human Subject Section**

**Protection of Human Subjects:**  
[ProtectionHumanSubjects.pdf\(0.01\)](#)

**Inclusion of Women and Minorities:**  
[InclusionWomenMinoritiesDUMMY\\_FILEdoc.pdf\(0.01\)](#)

**Targeted/Planned Enrollment Table:**  
[TargetedPlannedEnrollmntDUMMY.pdf\(0.01\)](#)

**Inclusion of Children:**  
[InclusionChildrenDUMMY\\_FILEdoc.pdf\(0.01\)](#)

**Other Research Plan Sections**

**Vertebrate Animals:**

**Select Agent Research:**

5a

6	History Tab
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Information Only

- 6a. Lists all activities taken on this proposal.
- 6b. The eApplication contains the entire application as submitted to the sponsor.

6

History	Funding Awards		
Activity	Author	Activity Date	
Administrative Edit Completed	Sylvester , Cynthia L	9/11/2012 10:27 AM PDT	
Proposal Package Submitted to DOE	Sylvester , Cynthia L	9/11/2012 9:26 AM PDT	<b>6a</b>
FAC Waiver Submitted	Sylvester , Cynthia L	9/11/2012 9:25 AM PDT	
Updated Sponsor And Application Number	Sylvester , Cynthia L	9/11/2012 9:18 AM PDT	
eApplication FP110.pdf			<b>6b</b>

## C. Access Proposal for Review

1	Via email notification
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Request DOE Approval for Proposal FP00000110: "thyroid cancer - example for BSO Training".

DoNotReply@lbl.gov  
to me

9:26 AM (1 hour ago)

Proposal System

Proposal Number: [FP00000110](#) Title thyroid cancer - example for BSO Training is ready for review and approval. If you have any questions regarding this notification, please contact the OSP/ Contracts Officer assigned to this proposal.

Comments:

Attachments:

There are no items to display

Please click on the Proposal Number above and you will be taken to the Proposal workspace. The activity to submit your approval will be on the left of your screen.

Office of Sponsored Research and Industry Partnerships  
Lawrence Berkeley National Laboratory,  
1 Cyclotron Road  
Berkeley, CA 94720

1a. Subject line indicates what action is required

1b. Contains a link to the proposal

2	Via link in eSRA Home Workspace
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eSRA Proposal System STAGING  
LAWRENCE BERKELEY NATIONAL LABORATORY

U.S. DEPARTMENT OF ENERGY  
Jacolyn Byrd | My Home | Projects | Logoff

Awards Proposals Company Profiles

Page for Jacolyn Byrd

DOE Proposal

Page for Jacolyn Byrd

Welcome to your eSRA Proposal System Personal Workspace.

My Roles  
DOE Admin  
DOE FAC  
DOE Proposal  
Registered User

My Inbox

Proposals that require action

ID	Name	SmartForm	State	Due Date	Principal Investigator	Date Modified
FP00000110	thyroid cancer - example for BSO Training	[Edit]	Awaiting Response from Sponsor	8/16/2012	Weier	9/11/2012 9:26 AM

10 / page

## D. Review DOE Information

1	DOE Tab
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- 1a. General Proposal Information
- 1b. Budget Details (year by year)
- 1c. Brief Statement of Work
- 1d. Review Information

Proposal Information	PIF	<b>1</b> DOE	Approvals	Comments	Attachments	Contacts	New Sponsor Requests	Change Log
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Lawrence Berkeley National Laboratories

### DOE Proposal Information Form

**1a**

#### I. General Proposal Information

**1b** II. LBNL Budget

**Summary Budget Information (by Contract Year)**

Period	Start Date	End Date	Type of Costs	Costs
1	4/1/2013	3/31/2014	Direct Costs	\$150,000
			LDRD	\$0
			Other NIH Indirect Costs	\$119,305
			<b>Total LBNL Costs</b>	<b>\$269,305</b>
			<b>Federal Administrative Costs*</b>	<b>\$8,079</b>
			<b>Total Project Costs</b>	<b>\$277,384</b>
2	4/1/2014	3/31/2015	Direct Costs	\$125,000
			LDRD	\$0
			Other NIH Indirect Costs	\$105,106
			<b>Total LBNL Costs</b>	<b>\$230,106</b>
			<b>Federal Administrative Costs*</b>	<b>\$6,903</b>
			<b>Total Project Costs</b>	<b>\$237,009</b>
Cumulative	4/1/2013	3/31/2015	Direct Costs	\$275,000
			LDRD	\$0
			Other NIH Indirect Costs	\$224,411
			<b>Total LBNL Costs</b>	<b>\$499,411</b>
			<b>Federal Administrative Costs*</b>	<b>\$14,982</b>
			<b>Total Project Costs</b>	<b>\$514,393</b>

**1c** III. Brief Statement of Work (Abstract):

**1d** IV. Review Information

E. Approve

1	Approve Science
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The screenshot shows the eSRA Proposal System interface. At the top, there are logos for Lawrence Berkeley National Laboratory and the U.S. Department of Energy. The main header displays the proposal title "thyroid cancer - example for BSO Training" and the proposal ID "FP00000110". Below the header, there are navigation tabs for "Proposal Information", "PIF", "DOE", "Approvals", "Comments", "Attachments", "Contacts", "New Sponsor Requests", and "Change Log". The "Proposal Information" tab is active, showing details such as Primary Sponsor (NIH Natl Cancer Institute), Foreign Location (Heinz-Ulrich Weier), and Budget Totals (Total Project Costs: \$514,393). On the left side, there is a "My Activities" section with a red box around the "Approve Science" button, labeled with a "1".

- 1a. Enter comments (Optional)
- 1b. Upload document (Optional)
- 1c. Click "OK"

The screenshot shows the "Approve Science" dialog box. It has a title bar "Approve Science" and a "1a" label. The "Comments:" section contains a text area with the placeholder "Enter optional comments here". Below that is the "Attachments:" section with an "Add" button and a table with columns "Document" and "Description". The table is currently empty, with the text "There are no items to display" below it. At the bottom right, there are "OK" and "Cancel" buttons, with the "OK" button labeled "1c".

2	Approve FAC Waiver, if required
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The screenshot shows the 'eSRA Proposal System' interface for Lawrence Berkeley National Laboratory. The proposal title is 'thyroid cancer - example for BSO Training' with ID 'FP0000110'. The current state is 'Awaiting Response from Sponsor'. The 'My Activities' section includes 'Approve FAC Waiver', which is highlighted with a red box and a '2' label. The main content area is divided into three columns: 'PROPOSAL INFORMATION', 'BUDGET TOTALS', and 'SF424 INFORMATION'. The 'Status of Science' is 'Finalized'.

PROPOSAL INFORMATION		BUDGET TOTALS		SF424 INFORMATION	
Primary Sponsor:	NIH NATL CANCER INSTITUTE (NCI)	Starting Date:	4/1/2013	SF424 Tracking#:	GRANT11207881
Foreign Location:		Number of Periods:	2	SF424 Received Date/Time:	8/16/2012 10:54 AM PDT
PI:	Heinz-Ulrich Weier	Total Direct:	\$275,000	SF424 Status Updated:	8/17/2012 12:30 AM PDT
OCO:	Cynthia Sylvester	Total Indirect:	\$224,411	SF424 Current State:	Federal Funding Agency Tracking Number Assigned
RA:	Karen Omoto Karen Dickinson-Mazzei	Total LBNL Costs:	\$499,411	PDF Version:	View
Status of Science:	Finalized	FAC Costs:	\$14,982		
Submission Deadline:	8/16/2012	Total Project Costs:	\$514,393		
Application #:	1R21CA177262-01	Sponsor Costs:	\$499,411		
		Awarded Total:	\$0.00		

- 2a. Check box to indicate approval
- 2b. Enter comments (Optional)
- 2c. Upload document (Optional)
- 2d. Click "OK"

The 'Approve FAC Waiver' dialog box contains the following elements:

- 1a:** A checkbox labeled '\* Proposal thyroid cancer - example for BSO Training is approved for FAC Waiver:' which is checked.
- 1b:** A text input field for 'Comments:' with the placeholder text 'enter optional comments'.
- 1c:** An 'Attachments:' section with an 'Add' button and a table with columns 'Document' and 'Description'. The table is currently empty with the text 'There are no items to display'.
- 1d:** 'OK' and 'Cancel' buttons at the bottom right.

3 Approve Proposal (after other approvals are complete)

3a. Confirm all required reviews have been completed in history

3b. Review the Approvals Tab

3c. Approve Proposal

**thyroid cancer - example for BSO Training** FP00000110 Proposal

**CURRENT STATE**  
Awaiting Response from Sponsor

**PROPOSAL INFORMATION**

<b>Primary Sponsor:</b> NIH NATL CANCER INSTITUTE (NCI)	<b>Starting Date:</b> 4/1/2013	<b>SF424 Tracking#:</b> GRANT11207881
<b>Foreign Location:</b> Heinz-Ulrich Weier	<b>Number of Periods:</b> 2	<b>SF424 Received Date/Time:</b> 8/16/2012 10:54 AM PDT
<b>PI:</b> Cynthia Sylvester	<b>Total Direct:</b> \$275,000	<b>SF424 Status Updated:</b> 8/17/2012 12:30 AM PDT
<b>OCO:</b> Karen Omoto	<b>Total Indirect:</b> \$224,411	<b>SF424 Current State:</b> Federal Funding Agency Tracking Number Assigned
<b>RA:</b> Karen Omoto, Karen Dickinson-Mazzei	<b>Total LBNL Costs:</b> \$499,411	<b>PDF Version:</b> View
<b>Status of Science:</b> Finalized	<b>FAC Costs:</b> \$14,982	
<b>Submission Deadline:</b> 8/16/2012	<b>Total Project Costs:</b> \$514,393	
<b>Application #:</b> IR21CA177262-01	<b>Sponsor Costs:</b> \$499,411	
	<b>Awarded Total:</b> \$0.00	

**History** | Funding Awards

Activity	Author	Activity Date
FAC Waiver Approved	Low, Douglas	9/11/2012 11:14 AM PDT
Science Approved	Spencer, Donna-Marie A	9/11/2012 11:05 AM PDT
FAC Waiver Submitted	Sylvester, Cynthia L	9/11/2012 10:52 AM PDT
Proposal Package Submitted to DOE	Sylvester, Cynthia L	9/11/2012 10:52 AM PDT

**thyroid cancer - example for BSO Training** FP00000110 Proposal

**CURRENT STATE**  
Awaiting Response from Sponsor

**Approvals** | Comments | Attachments | Contacts | New Sponsor Requests | Change Log

Type of Approval	Status of Approval	Approver	Date Approved
NEPA/CEQA:	Pending Request		
COI:	Not Required		
DOE Science:	Approved	Donna-Marie Spencer	9/11/2012 11:05 AM
DOE FAC Waiver:	Approved	Douglas Low	9/11/2012 11:14 AM
DOE Foreign:	Not Required		
DOE Non-Standard Agreement:	Not Required		
DOE-IP:	Not Required		
DOE Proposal:	Submitted		
Export Control:	Not Required		

- 3d. Check box to indicate approval
- 3e. Enter comments (Optional)
- 3f. Upload document (Optional)
- 3g. Click "OK"

The screenshot shows a web form titled "Approve Proposal". At the top, there is a grey header bar with the title. Below the header, the text "\* thyroid cancer - example for BSO Training proposal is approved by DOE:" is followed by a checked checkbox, which is circled in red and labeled "3d". Below this is a "Comments:" section with a text area, labeled "3e". Underneath is an "Attachments:" section with an "Add" button, labeled "3f". Below the attachments section is a table with two columns: "Document" and "Description". The table is currently empty, with the text "There are no items to display" below it. At the bottom right of the form, there are "OK" and "Cancel" buttons, with the "OK" button circled in red and labeled "3g".

## F. Special Note about FAC Waiver eMail

1	This email contains all of the information previously contained in the RAPID approval form for FAC Waiver so it can be signed and sent on.
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DOE Waiver Request for Proposal FP00000110: thyroid cancer - example for BSO Training | Book | Test Emails |

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10:52 AM (41 minutes ago) ☆ ↶ ↷

DoNotReply@lbl.gov  
to me

Proposal System

Proposal Number : [FP00000110](#) Title thyroid cancer - example for BSO Training requests FAC Waiver.

Exception to Full Cost Recovery - Waiver Request

In accordance with the October 29, 1998, Telson memo, a waiver is requested because:  
The sponsor is: [NIH Waiver Request](#)

Direct Sponsor: [NIH NATL. CANCER INSTITUTE \(NCI\)](#)

Proposal Title: Epi-/genetic multi-target analysis of thyroid cancer - Example for BSO Training

Scope of Work: Alarminglly, the incidence of thyroid cancer is rising. Today, this disease amounts to as much as 3% of all cancers in women. Despite the fact that the several oncogenic gene mutations and rearrangements have been described, recent studies have also demonstrated that carcinomas of the thyroid gland can be differentiated from benign neoplasms such as adenomas, goiters or hyperplasia by measuring the relative levels of expression of three non-coding micro-RNAs species, i.e., mir-146b, mir-221 and mir-222. Many well-differentiated papillary thyroid cancers (PTC's) can be treated successfully by surgical resection of one or both thyroid lobes. However, to identify the less differentiated, anaplastic forms of PTC, that are associated with significantly higher morbidity and mortality, additional measurements including detection of structural and numerical chromosome aberrations, epigenetic studies as well as gene expression profiles need to be performed. We propose the development of a versatile technology platform for the analysis of small tissue samples that combines genetic with epigenetic analyses based on in situ hybridization of locked nucleic acid (LNA) probes. Our innovative project combines the quantitative analysis of intracellular amounts of coding or non-coding RNA species with the detection of chromosomal rearrangements. Specifically, this 2-year R21 project will investigate the feasibility of coupling the detection and quantitative analysis of tumor-relevant hybridization targets in multiplexed genetic assays of thyroid neoplasms that arose in children following the 1986 Chernobyl nuclear power plant accident. Our studies will use a unique set of 10 post-Chernobyl PTC cell lines plus controls to develop ground-breaking assays with the ultimate goal of providing clinicians with tools to facilitate patient-specific therapeutic decisions and researchers to seek answer to the long-standing question of why thyroid cancer occurs so much more frequently in women than in males.

DOE Facility Performing the Work: [E.O. Lawrence Berkeley National Laboratory](#)

Budget and Reports (B&R) classification of DOE related program: Biological Systems Science  
B&R Code (reporting level): KP1605010

For further information, contact: OSPIP Contracts Officer: Cynthia Sylvester  
[510/486-5938](tel:510486-5938)

Approvals:

Controller or Designee (if required by DOE):

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Field Chief Financial Officer Date

## G. Other Actions Available to BSO

1	Email Team
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- 1a. Select recipients
- 1b. Enter comments that will be included in the email
- 1c. Upload attachment (optional)
- 1d. Click "OK" to send the email

The screenshot displays the 'eSRA Proposal System' interface for a proposal titled 'thyroid cancer - example for BSO Training'. The 'CURRENT STATE' is 'Awaiting Response from Sponsor'. The 'Email Team' action is highlighted in the 'My Activities' sidebar.

The 'Email Team' form contains the following sections:

- Notify Team:** A table with columns for First Name, Last Name, Employer, and Title. An 'Add' button is present. A red box labeled '1a' highlights the 'Add' button.
- Comments to be placed in the notification:** A text area for entering comments. A red box labeled '1b' highlights this area.
- Attachments:** A section with an 'Add' button and a table for Document and Description. A red box labeled '1c' highlights the 'Add' button.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom right. A red box labeled '1d' highlights the 'OK' button.

2	Request Changes or Info from OSPIP CO
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- 2a. Enter comments that will be included in the email
- 2b. Upload attachment (optional)
- 2c. Click "OK" to send the email

**eSRA Proposal System**  
LAWRENCE BERKELEY NATIONAL LABORATORY

U.S. DEPARTMENT OF ENERGY  
Jacolyn Byrd | My Home | Projects | Logout

Awards | Proposals | Company Profiles

Proposals > thyroid cancer - example for BSO Training

**thyroid cancer - example for BSO Training** FP00000110 Proposal

**CURRENT STATE**  
Awaiting Response from Sponsor

View Submission  
Printer Version  
Print PIF View

**My Activities**

- Email Team** 2
- Request Changes or Info From OCO

Type of Approval	Status of Approval	Approver	Date Approved
NEPA/CEQA:	Pending Request		
COI:	Not Required		
DOE Science:	Approved	Donna-Marie Spencer	9/11/2012 11:05 AM
DOE FAC Waiver:	Approved	Douglas Low	9/11/2012 11:14 AM
DOE Foreign:	Not Required		

Request Changes or Info From OCO

**2a**

Comments:

**2b**

Attachments:

Add

Document	Description
There are no items to display	

**2c**

OK Cancel